

MARQUETTE UNIVERSITY ADVANCEMENT



The Alumni Leaders' Guide to Networking Activities

A project of the
**Marquette University Alumni Association
Board of Directors**

By Lynne Waymon,
co-author with Anne Baber of
"Make Your Contacts Count"
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Dear Alumni Leaders,

When designing these Activities, we kept in mind the two-way relationship between alumni and the university. It can be best described by answering these two questions.

What do alumni want the university to provide? Opportunities to

- Keep Marquette relationships alive and expand their circle of friendships by meeting new alumni.
- Find business and career connections that will help them succeed in life.
- Receive updates on why they can feel proud of the university and information on how their degree continues to grow in stature.
- Give back their growing expertise by providing internships, serving on advisory boards, and mentoring current and future Marquette University students.

What does the university want from its alumni? To

- Receive generous financial support.
- Advocate for the university by recommending students.
- Tout Marquette's achievements, and promote the Marquette name in the community at large.
- Serve on advisory committees and boards, and supply internships and other experiences that help students make a smooth transition from the university to the workplace.

Thanks for using this **Guide** in your leadership of alumni events. We welcome your comments, questions, and suggestions.

Marquette University Advancement and Alumni Association
800-344-7544 or 414-288-7441

Introduction

When it comes to alumni activities, how do you define success?

- By the number of people who attend your meetings and activities?
- By hearing an eager alumna ask, "When's the next meeting? I want to get it on my calendar early and tell a couple of classmates about it."
- By hearing, "Sure, I'd be happy to volunteer. Marquette's done so much for me!"

All of those indicators are right on the mark. You're successful when you help the maximum number of alumni experience the value of relationships and resources that can be theirs when they get involved with their Marquette University network.

Successful groups build time for networking into every get-together. Why? Because people come to alumni events looking for three things:

- Inspiration,
- Information, and
- Interaction.

Your alumni find inspiration when you gather to pray together or hear a wonderful speaker. Your alumni get information when you update them on Marquette's successes, and when they hear interesting speakers and talk with other alumni.

But how can you make sure your alumni get the interaction they seek? How can you help them make the life and workplace connections that will bring them back to alumni activities over and over again? How can you encourage them to say "Yes!" to any request from the University Advancement Office or other parts of the University?

That's what ***The Alumni Leaders' Guide to Networking Activities*** is all about. In this **Guide**, provided by your University Advancement Office and the Marquette University Alumni Association Board of Directors, you'll find everything you need to lead successful networking activities at Marquette events. The **Guide** gives detailed, easy-to-follow instructions for leading 10 different activities. We encourage you to adapt them for your event or modify them for the

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size of your group. All of these activities have been field-tested for success with groups like yours.

As a leader, you can use the structured networking activities in this **Guide** to help people get the interaction they came for. Look at the important findings below about the role of networking in people's lives. Any one of them will probably convince you that your alumni will appreciate the support you give them to make great connections at your events.

- Almost 60% of Americans say they feel shy and unsure about what to say in a variety of business and social settings. (*Source: The Shyness Institute, Stanford University*) Structured networking helps your alumni avoid some of the tension associated with open networking.
- About 80% of all jobs are found thru networking. (*Sources: The New York Times, CareerBuilder.com, and Contacts Count Research*) You might consider announcing at your meetings some of the great business, career, and life connections that alumni made at your last meeting.
- People gain three things through networking: private information that is not found anywhere else, influence in wider arenas, and access to diverse skill sets to help them get things done. (*Source: Harvard Business Review*) The activities in the **Guide** are designed to help your alumni gain all three of those benefits from their Marquette network.
- It takes about six conversations with someone before he or she knows who you are and has some idea of your character and competence. (*Source: Contacts Count Research*) The activities in this **Guide** foster the teaching and listening that must go on for trust to grow between people.
- Too many conversations go like this:
"Hi, how are you?"
"Fine. How are you?"
"Great. What's new?"
"Nothing much. Same old thing. Been working pretty hard."
"Me, too. Well, great to see you."
"Yeah. You, too. Bye."
(*Source: Contacts Count Research*) The structured networking activities in the **Guide** help people avoid these "Ho, hum"

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conversations and support them to have the richer conversations they are looking for, but sometimes aren't quite sure how to create.

- 97% of people say they have trouble remembering names. (*Source: Contacts Count Research*) The activities in this **Guide** reinforces remembering names.

All together, the findings you just read mean that your alumni will appreciate the ways in which you and Marquette help them make the great connections that are so vital in life and work.

How To Use This Guide

Use at least one networking activity at every meeting to encourage alumni involvement and commitment to the university. Or build a whole program around several networking activities from this **Guide**. Many groups have successfully built their attendance by paying attention to the quality of networking. Whether you devote 15 minutes to structured networking or make the whole program a networking experience, we recommend that everyone involved (Activity Leaders, Ambassadors, Support Team) read this **Guide** first and follow the tips below to insure your success.

Handle Logistics Smoothly

1. **Invitations.** Make your invitation upbeat and friendly. Include two or three quotes from alumni describing the value they received and the connections they made by attending previous alumni events. After you send the initial invitation, give people two or three reminders about the event. Remind people to bring business cards to exchange with people they meet.
2. **Entry or Registration Table.** Set up an entry table about 20 minutes before you expect anyone to arrive. Have available:
 - Nametags. (See #3 below.)
 - Pens and pencils.
 - Copies of the list of attendees to give out. (See # 5 below.)
 - Magic Markers and paper for making any signs you need.
 - Any special supplies you need to give out for the networking activity you'll do later in the evening.
3. **Nametags.** Easy-to-read nametags are essential for a successful event. If you print them out on a computer ahead of time, use a very large font size for the first name. If you ask people to make nametags as they arrive, encourage them to write their first names big. Nametags are easier to read when worn high on the right shoulder or under the chin. If you use nametags on a lanyard, show people how to slide or tie the rope, so that the nametag sits a few inches below the chin. Encourage people to learn and remember each other's names.
4. **Microphone.** Whenever you have a group of more than 25 people, use a microphone. Microphones lend authority. They

make you easier to listen to and allow you to be more dramatic. Test the microphone before people arrive so you avoid the old, "Tap, tap, tap. Hey, is this thing on?" routine. Experiment with it, so you learn how close to hold it to your mouth and how loud to speak. When given the choice, ask for a hand-held, cordless microphone.

5. **List of Attendees.** Print out copies of the list of attendees to make it easy for people to see who's at your event and easy for them to contact each other later. Include phone, e-mail, address, year graduated, and any other helpful information. Have copies of the list in a prominent place and remind people to pick one up.

Create a Welcoming Networking Atmosphere

1. **Select the Right Person To Lead the Networking Activity.** Invite someone who's comfortable in front of a crowd and whose enthusiasm will be contagious. Don't automatically assume that the President of the club should lead the activity. He or she has lots of other responsibilities. So, look for a new face or invite someone whom you'd like to be more involved. The success of these activities depends, in large part, on the personality and energy of the person who leads them. Give the Leader ample "prep" time and encourage him or her to follow the script given in this **Guide**, unless he or she sees a good way to further customize the activity for your group.
2. **Choose Ambassadors.** Choose Ambassadors (greeters) who are known for their ease with people. Their job is to warm up the room and improve the quality of networking that goes on. Give each of them a copy of ***Make your Contacts Count*** by Anne Baber and Lynne Waymon, so they know state-of-the-art networking skills and can serve as role models. Have one Ambassador positioned at the entrance of the building or near the elevator or parking lot to direct people to the room where your event is being held. Ask the other Ambassador(s) to be near the entrance to the room. Here's the job description for Ambassadors:
 - Arrive at least 15 minutes early.
 - Greet people near the door. Introduce yourself. Shake hands.
 - Show people where the nametags are.

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- Give any special instructions about coat racks, refreshments, seating, networking activities that might be already in progress, etc.
- If possible, introduce the person you've just greeted to at least one other person before you leave to welcome another new arrival.
- During the activities, help people find a partner, understand the directions, and re-arrange the chairs if necessary. Be on the lookout for people who may be shy about participating or who are perhaps accidentally left out when there's a partnering or small group activity. Do whatever you can to help everyone feel comfortable participating.

3. **Enlist the Help of a Support Team.** Invite one or two people to help you, if necessary, with the logistics of running the activity you've chosen.

Here's the job description for your Support Team:

- Help you find or purchase any supplies needed for the networking activity.
- Listen for any time in the activity when you might need help with supplies, chairs, charts, passing out materials, etc.
- Help you do any necessary set up and clean up.

Lead the Activity with Confidence

When you lead an activity, think of yourself as a "performance artist." You are responsible for creating an exciting and highly valuable networking experience.

1. **Prepare, Prepare, Prepare!** Print out the activity you plan to lead. Put the pages on a clip board, so they are easy to hold when you need to refer to them. Learn the plan for the activity well enough that you don't need to read it word-for-word to the audience. They will trust you and respond to you more if your eyes are on them, not your paper. Most people find that studying the Leader's Script for 20 to 30 minutes is ample prep time. Practice saying your lines out loud and giving the directions. Remember, it's your energy and enthusiasm that will help people get on board with the activity.
2. **Keep Time.** Use a timer or a stop watch. As the Leader of the activity, it's probably best that you not participate. If you do,

set a timer, so you know when to move on to the next activity. Bring people out of their conversations gradually. To signal to people that it's time to end their conversations or leave their small groups, use phrases like these.

- "Say goodbye to your partner and let's talk together again."
- "Say thanks to your partner and come back to the group."
- "Wonderful. You've done great job. Say thanks to your partner, and let's hear what some of you found out."

3. **Use a bell.** Bring a bell and let people know that when they hear that sound, it's time to end the activity.

4. **Give clear instructions.** Make your directions crystal clear. The Leader's script gives you the language to use for each activity. Remember these activities are field-tested, so the directions given will almost always produce the result you want. You'll be telling the participants what the steps are, what supplies are necessary, what the outcome should be. And often you'll remind them of how this activity furthers their goal of building relationships with other alumni. Be clear about the amount of time they have to complete each activity. Clarity of directions increases commitment to the activity and conveys your confidence that this activity will be fun and interesting.

5. **Encourage participation.** If someone declines to participate, your Ambassadors are there to be encouraging and welcoming. If the person still declines, respect his or her right to say "no." Focus your attention and energy on the people who are eager to participate. They're counting on you!

6. **Direct the beginning and endings.**

- Always begin giving directions with, "In just a moment. . . ." That signals to the participants that it's time to listen for further instructions. If you start with, "I'd like you to work in pairs . . .," they will begin to move toward a partner and not will listen to the rest of the instructions. Or you could say, "Listen to all these instructions before beginning the activity."
- When giving instructions, say them once, then repeat them one more time. Rather than saying, "Any questions?" which often elicits no response, ask, "What questions do you have about what we're going to do?"

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- Near the end of any paired or small group activity, say, "Take another minute or two to wrap up your conversation." Then, when time is up say, "Say goodbye to your partner and come back to the group." Wait 20 or 30 seconds and say, "Say thanks to your partner." You may have to repeat that again if people are really involved (which, of course, is what you want!). Don't expect people to end their conversations the moment you speak. Be pleased if it takes them a minute or so to switch gears – that means they were really involved in their conversations. You might say the phrases given above several different times over the course of a minute or so. Slowly but surely, people will redirect their attention away from their partners and back to you.
 - Be aware that sometimes not all of your attendees are graduates of Marquette. Some may have attended, but not graduated. Some may be spouses, who are graduates of other institutions or who attended other institutions or who have not attended any institution of higher education. Some may be the teenage children of grads. Others may be guests of your grads or university staff. Modify the activity so that all can participate and feel welcome and comfortable.
7. **Give Your Feedback.** After you've led an activity, please go to the Marquette site _____ and post your feedback for others to read before they use the activity. What did you like about it? What worked well? What did you change? What would you change if you led this activity again?

With the tone you set and the activities you lead, your alumni are sure to make networking an art . . . not an accident!

Activity One

Title: Ask Me

Purpose: To help people get to know each other based on what's going on in their professional or personal lives.

Description: As alumni gather before the official start of the meeting, they choose an "Ask Me" tag to wear that tells something they'd like others to ask them about. "Ask Me" tags are conversation starters made from stick-on nametags. The tag invites people to ask the wearer about things like, "my favorite Professor at MU, or "what I'm most proud of," or "who's my role model."

Time Frame: About 20 to 30 minutes

Size of Group: Minimum: 10 Maximum: Hundreds

Supplies:

- Blank stick-on nametags to be made into "Ask Me" tags. You'll need 3 times as many blank tags as the number of people attending. (Having more tags than the number in attendance gives people choices and allows you to lay some blank ones on the table in case people want to write their own "Ask Me" tags.)
- Magic Markers. Bring one for every 8 to 10 people attending in case they want to write their own "Ask Me" tags. Use dark colors for easy reading.
- Large poster paper for instruction signs. If more than 20 people are expected, make a sign to hang over each table where you will display the "Ask Me" tags. (See Preparation below.)
- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.

Room Set-Up:

- Tables. Plan on one 6- or 8-foot-long table for every 20 people you expect, so they can gather round to select or make their "Ask Me" tags.
- Open space for people to network in.

Preparation:

- On each tag print in large letters (by hand or on the computer) one of the "Ask Me" items listed below. Or make up your own "Ask Me" items based on the group you're working with, gearing

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some to the Marquette experiences of your group or their special interests or their job types, etc. It's not necessary to print the words "Ask Me" on every tag. People will quickly get the idea from the large sign giving the directions. It's fine to make up several tags with the same "Ask Me."

- Make one or more instruction signs that say, "Choose an 'Ask Me' tag to wear. Or use a Magic Marker to make up your own 'Ask Me' tag. Enjoy talking with other alumni about what's on their tag and why you chose the one you did."
- Spread the prepared "Ask Me" tags on one or more tables to allow easy viewing and selection by your attendees.
- Post your instruction sign above the table. If you have several tables full of tags spread out around the room, you'll need several signs giving instructions.
- Ask your Support Team to circulate through the crowd with their tags on and to encourage people to visit the tables and choose their "Ask Me" tags.

Suggested "Ask Me" items to print on tags:

how I use MU Connect
about my favorite web site
how I stay in touch while on the road
about a big win
what I learned this year
what's my favorite city
what I thought I'd be when I grew up
about a surprise I got
what I read to stay "with it"
what I do to be different
how I handle stress
who's my role model
about a chance I'm taking
my toughest challenge now
how I convinced them to hire me
what worked this week
about my favorite store
what I'm most proud of
what my dog/cat taught me about life
for a techie tip
how I got started
being on the Marquette Board

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for a wild idea
what I read to learn more
about a trend I'm tracking
for a networking tip
my favorite CD
what I learned this week
what my mother taught me
who I'd like for a mentor
how I like to relax
what I'll do when I retire
how I chose MU
a student I know at MU
my favorite book
my favorite MU professor
for a "hot" career tip
about my recent project
how I have fun
my favorite project
my favorite vacation spot
about a change I'm making
my next career move
to sing my favorite song
what I like to read
my role on the MU Alumni Board
about a new trend at work
for the best places to bike
using a career coach
why I love my work
what I learned from my mentor
how I use "drive-time"
my newest interest
how I solved a tough problem
my networking success story
about my pet
about my hobby
my best career advice
my favorite career book
my favorite saying
my personal motto

Activity One Leader's Script:

(Encourage people to network with their tags on for 20 to 30 minutes. Then invite the group to come together.)

"Thanks for coming tonight. Finish up your conversations and take a seat. *(Pause while people redirect their attention.)*

"Let's gather together and begin the meeting." *(You may have to say this several times to gently bring people back to the large group.)*

"Welcome. I hope you enjoyed getting to know some of the other alumni here. My name is _____. I graduated in _____.

"You and I aren't usually in charge of what people ask us so sometimes it's fun to turn the tables, and let people know what we would like to be asked.

"I'd like 4 or 5 people to tell us about a great connection that came out of your "Ask Me" conversations. Who found something you were looking for or connected with someone you really needed to know?" *(Look expectantly around the room. Encourage people with your face and eyes to speak up. You may have to repeat the questions several times to give people time to think about what they might say.)*

"Let's hear from a few people about what you found as you talked with people. I'm looking for 4 people who found a resource, or a connection, or information you needed, or who'd like to introduce one of the people you talked with to the whole group . . ." *(Depending on how much time you have, you might hear from 2 to 6 people. If you're using a handheld microphone, pass it to the person who speaks up or invite him or her to come to the front of the room to use the microphone. Avoid the delays encountered by having to repeat what a soft-spoken person says.)*

"Give your name, and speak loud enough for everyone to hear." *(Allow several people to tell briefly about the connections they made.)*

"Thanks for participating in the 'Ask me' Activity. If I interrupted one of your conversations, please make it a point to get back to that person before the night is over. And remember, you have a list of everyone who attended tonight, so it'll be easy to get together for lunch or coffee next week."

Activity Two

Title: Quotable Notables

Purpose: To help alumni get to know each other by reacting to provocative quotes from current business leaders, celebrities, or well-known Marquette leaders.

Description: Alumni and guests draw a number out of a basket at the registration table as they come in. The number drawn determines which small group each person will be in. After introducing themselves one person reads a provocative quote from a business leader, celebrity, or Marquette luminary. The group has about 15 minutes to discuss their reactions to the quote.

Time Frame: About 15 minutes per group (If you want members to participate in two successive discussions, the total time will be doubled.)

Size of Group: Minimum: 10 Maximum: Several hundred

Supplies:

- A basket at the registration table with numbers to be drawn to tell attendees which small group discussion to join. For instance, if you expect 50 people and plan to use 10 quotes then prepare 5 sets of paper with the numerals 1 through 10 for the basket. There will be 5 people in each group which is the maximum group size for a good discussion in the time allotted.
- The quotes you plan to use printed out, each on a separate sheet of paper. Put each quote in a # 10 envelope and seal it. Print a numeral on the outside of each envelope. If you're planning on 8 quotes, you'll need eight envelopes numbered from 1 through 8.
- Large signs to post around the room, each with a number 1 through x.
- Masking tape or push pins for posting the signs with the numerals on them.
- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.

Room Set-Up:

- Post large signs or chart paper around the room to designate small group discussion areas. On each sign write a numeral (1

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through 10 if you're having 10 groups). People who drew a "4" out of the basket will go to group # 4. If you are using 8 quotes then you'll have 8 different spots around the room, each with a numeral 1 through 8.

Preparation:

- Decide which quotes you'd like to use for your group, drawing from the ones we've supplied or from people whom members of your group respect.
- Prepare the basket of numerals as described above in "Supplies."
- As people come in, give each one a numbered envelope containing the quotes and with the numerals written on the outside of the envelope. (See Supplies above.) Tell each to keep it for later use in an activity. When the envelopes are all given out, begin asking people to draw a number from the basket.
- Ask your logistics Support Team to arrive 15 minutes early to hang the signs with the numerals on them around the room. Spread them out as much as possible to keep the noise level down. If chairs are not needed for the activity preceding this one, ask your Support Team to arrange chairs at each place where a group will meet around the room. For instance, if you expect about 35 people, you might choose 7 quotes, and you'll need 7 areas around the room, each with a numeral from 1 to 7 posted on the wall. With this size group, you'll need 5 chairs at each place around the room. If chairs are in use right before this activity, just invite people to bring a chair with them when they go to their groups.

Activity Two Leader's Script:

"Welcome. I'm _____ and I graduated in _____. We're so glad you're here. Welcome to this Marquette University Alumni meeting. *(Introduce other Leaders or guest now if appropriate.)*

"In just a few minutes, you'll get a chance to talk with other people in an Activity called Quotable Notables. First, let me tell you how this activity will work. Each of you got either an envelope or a slip of paper when you arrived. *(Have Ambassadors ready to pass the basket to those who might have missed it at the door.)* Those numbers tell you which small group to join. *(Point to the numerals hanging at different places around the perimeter of the room.)*

"Once you get there, start a quick go-around with others in your group so that each of you gets a chance to say your name and briefly tell one

thing about yourself. One person in your group has been given an envelope. Would those people please hold up the envelopes now? *(Wait while they hold the white envelopes over their heads. Be patient and make it a game if someone has trouble locating the envelope. You might have an extra one ready just in case an envelope has been misplaced.)*

After everyone in your group has given a short introduction, we'd like the envelope holder in your group to open the envelope and read the quote inside to everyone in the group. You might ask them to read it out aloud a couple of times. Then you'll have about 15 minutes to talk with people in your group and give your reactions. Below each quote are some provocative questions to help your discussion start. Enjoy getting to know each other by reacting to the quote that's been read. The quote will probably bring to mind experiences you've had and dilemmas you're dealing with. Tell the people in your group about them. You'll have about 15 minutes. You'll know when time is up because you'll hear this bell. *(Demonstrate the bell.)*

(Optional Second Round: If time permits, lead a second round of this activity by inviting people to move to a different area. There they will introduce themselves and react to the quote. To get people into new groups with new people at a new quote, ask the person who had the envelope in each group to leave the quote on a chair for the next group. Tell everyone to move around the room to another small group with new people. If there are x number of people in the group already, then invite them to move on to another group. The idea is to keep the groups all about the same size.)

Say thanks to your partners and let's talk together again. *(Pause as people wind down their conversations.)* OK. Let's talk together again. Say goodbye to your partners. *(Pause. It's a good sign if people have trouble breaking away from their conversations. Gently bring their focus back to the center of the room for the next part of the meeting.)* If I'm interrupting something good – and I imagine I am – then follow up with each other during the open networking time a little later.

Quotes

Use these quotes as your discussion starters and/or use other quotes that you know will be provocative and appealing to your attendees. Remember, after you chose your quotes, print each one out on a separate piece of paper and put it into a # 10 envelope.

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These are laid out so you can easily copy these pages and cut the quotes apart.

A. "Being comfortable in our business is very, very dangerous."
Daniel Lamarre, president, Cirque du Soleil

- How is the Cirque du Soleil's work like your work or life? What business or career lessons can you learn from this unusual circus troupe?
- What areas of your business or career would you like to be less comfortable with? Why?
- If you were to take more risks, what would those risks look like?

B. "People don't care about cold facts. They care about pictures or stories." Nancye Green, Founder, Donovan and Green, a strategic communications firm

- Is what Nancye says true in your line of work? With your customers?
- How do you use pictures and stories to teach people you'd like to influence?
- Anybody have a brief story to tell us that highlights who you are and what you do?

C. "The key to realizing a dream is to focus not on success but significance - and then even the small steps and little victories along your path will take on greater meaning."
Oprah Winfrey, business woman, host of TV show, and founder of O Magazine

- What's a small step you've taken recently?
- If you were invited to be interviewed on the Oprah show what would you like to be talking about?
- How do you get started when you begin on a huge project?

D. "Never overlook the social side of work rituals."

Michael Begeman, Manager, 3M Meeting Network

- What's the social side like at your company or in your line of work?
- How has cultivating the social side of work brought you benefits?
- What's challenging for you about paying attention to the social side or work?

E. "You've got to be original. If you're like everybody else, what do they need you for?"

Bernadette Peters, singer, Broadway star

- What have you done to make yourself a "one-of-a-kind" brand?
- Who's your role model for originality – in your organization or in the world?
- What's next for you – in which area of your life are you enjoying your most originality?

F. "Only some of us can learn from other people's mistakes. The rest of us have to be the other people."

Groucho Marx, comedian.

- What mistake have you made that taught you the most?
- What mistake have you helped others avoid?
- If you had one piece of advice to give people just starting out in life, what would it be?

G. "It's hard to see the picture when you're inside the frame."
Old Adage

- What "frame" would you like to get out of so as to have more perspective and originality?
- Tell about a time when you went "outside the bun," as they say in the Taco Bell advertisements.
- Is there a frame of reference you're inside now and you don't even realize it?

H. "We learn to skate in the summer and swim in the winter."
William James, psychologist.

- Do you think William James is right? How could this be so?
- In what area of your life are you hoping that learning is taking place just below the surface, in your unconscious?
- Tell us about a time when you learned to "skate in the summer and swim in the winter."

I. "We rarely succeed at anything unless we have fun doing it."
The Reverend John Naus, Associate Professor of Philosophy,
Marquette University.

- What are you having the most fun doing these days?
- Is it true – that we have to have fun to succeed?
- What's the most fun you've ever had at work?

J. "Live as if you'll die tomorrow. Learn as if you'll live forever."
Old Adage

- What's the one skill you would most like to learn right now?
- Tell about a time when you "lived as if you'll die tomorrow." What did you do?
- Who's your role model – who do you know that really lives by this philosophy?

K. "Nothing shows a person's character as much as what he or she laughs at." Old Adage

- Do you agree?
- What gives you the most laughs these days?
- What have you done to bring more humor to your workplace?

L. "Lyrical poetry is out for the time being, and something that is called rap or hip-hop is in. It is still poetry, and we can't live without it. We need language to tell us who we are, how we feel, what we're capable of – to explain the pains and glory of our existence." Maya Angelou, author

- Do you follow rap or hip-hop? What do you like about it?
- Do you agree with Ms. Angelou that it is poetry?
- What kinds of writing or music give you the most joy?

M. "The mark of a successful organization isn't whether or not it has problems; it's whether it has the same problems it had last year." John Foster Dulles, statesman.

- Do you agree?
- What challenges does your workplace have that you'd like to handle once and for all so that they don't come back next year?
- Tell about a time when you were the hero because you solved a problem that had been hanging around for a long time.

N. "Out of every disaster comes an opportunity. We might as well...reinvent ourselves."

Scott Cowen, President, Tulane University

- Tell about a time in your career when you had to re-invent yourself.
- Have you ever sought out a "disaster" or a big change, just because you knew that after things died down, there would be opportunity?
- Who do you think you'll be when you re-invent yourself the next time?

O. "I am still awed by the lengths our customers will go to show their commitment."

Joanne Bischmann, VP of Marketing, Harley-Davidson

- To what lengths have you gone to show your commitment to a brand?
- What do your customers or the users of your service or product do that puts you in awe?
- What can you learn from the brand Harley-Davidson that will help you promote your self, your initiatives, your products or services?

P. "You don't have to be a 'person of influence' to be influential."
Scott Adams, creator of the comic strip Dilbert

- Who are what are you trying to influence the most right now?
- What traits do you think make someone influential?
- Who's the most influential person you've known – regardless of where they are in the hierarchy?

Q. "People drift into a career usually by accident."
Mike Jeans, vice president, New Directions,
a career management firm

- Did you drift into your career or was it a conscious decision?
- What do you wish you'd known back when you were choosing a career direction?
- What other careers do you wish you could explore?

R. "There is nothing like returning to a place that remains unchanged to find ways in which you yourself have altered."
Nelson Mandela, from his book A Long Walk to Freedom

- What's a recent change that you've been involved in?
- If Nelson Mandela could give you or your organization advice today, what might it be?
- What changes does the future hold for you – in the next 2 or 3 years?

Activity Three

Title: Great Connections

Purpose: To give alumni mini-introductions to each other in a structured way, so that they find the commonalities and needs that make building long-term relationships with each other easy and natural. When your alumni have conversations with several different people, the trust and comfort they feel with everyone in the room will increase dramatically.

Description: In a series of structured one-on-one conversations, alumni spend about 6 minutes with 6 or 7 different people. For each new pairing, the leader of the activity suggests a new question or topic. By having a brief conversation with 6 or 7 people in the room, alumni feel a growing sense of trust and commitment.

Time Frame: Each one-on-one takes about 6 to 8 minutes. So, if you plan to lead 5 of these paired conversations you'll need 30-40 minutes.

Size of Group: Any size.

Supplies:

- The list of topics you plan to have people discuss in each one-on-one. (See below.)
- A bell to signal to people when it's time to change partners. (Or tap a fork against the side of a glass.)
- A microphone – especially if your group is 25 people or more.
- One index card and pen or pencil for each attendee (used in # 16 only)
- A timer.

Room Set-Up: A large area where people can move around freely.

Preparation:

- Choose from the list of topics below, the ones you'd like people to discuss in each one-on-one. Or make up some of your own.
- Enlist the help of your Ambassadors make sure everyone has a partner each time – either by becoming someone's partner themselves or by creating a threesome if there is an uneven number of people at the event.

Activity Three Leader's Script:

"Welcome to this Marquette University Alumni meeting. I'm _____ and I'm _____ (role such as, "member" or "President" etc.)
(Introduce others if you like and make any necessary announcements.)

"In a few minutes you'll have a chance to meet _____ *(insert the number of one-on-ones you plan on leading)* other alumni as I lead you through a series of conversations.

"You know someone once said that every person is a feature story. Here's a chance to find that feature story in each of the Marquette alumni who are here tonight. Here's how it will work. In a moment, I'll ask you to choose a partner – someone you haven't met yet or haven't talked with in a while. Once everyone is situated, then listen for the topic or question I'd like you to explore together. Introduce yourselves to each other, and then you'll have about 6 minutes to talk. Make sure your partner gets a chance to respond to the question, too. And, oh, by the way – if your conversation wanders to some other topic that's just fine. The question I'll give you and your partner may just be the starting point for getting to know each other.

"When you hear this sound *(Demonstrate with bell or other sound-maker you've brought.)*, you'll know it's time to say goodbye to your partner and find a new partner.

"A bit of advice about finding a partner – be bold about choosing someone! Raise your hand when you're looking for a partner. When you see someone whose hand is up, point to them and make eye contact to signal that you'd like to choose them. *(You can demonstrate this by inviting one person up to the front to do this with you. Make choosing a partner into a game or ritual because that's often the part of this networking activity that people feel most self-conscious about. Giving these instructions gives people permission to choose each other.)*

"Let's do it! Choose a partner and then listen for the topic or question I'd like you to talk with each other about.
(Wait while people partner up.)

Say "Raise your hand if you're looking for a partner." *(You and your Ambassadors can make sure everyone has a partner. You may have to get people's attention again to give them the question. Here's where it's really great to be using a microphone!)*

"OK – give me your attention for just a moment, so I can give you the topic I'd like you to discuss. Be sure to take time to introduce yourselves to each other before you talk about the question I give you." *(Give one of the questions below. Speak slowly and in a tone of voice that suggests that this is the most exciting question your listeners will ever hear! You'll notice that in most of the one-on-ones listed below, the questions are repeated a couple of times. Often listeners are excited or distracted, so it can sometimes take a couple of repetitions for them to really hear what you want them to talk about. If you have attendees who are not Marquette graduates some of the questions will need to be modified.)*

One-on-One's

1. Tell your partner about your most memorable extracurricular moment at Marquette. That's right – tell about your most exciting or fun extracurricular memory – outside of any class or academic program you were in. Be sure to give your partner a chance to respond, too. You'll have about 6 minutes.
2. Marquette education is often described as transformational. What was the biggest transformation or change you experienced? Think back to your Marquette years and tell your partner about the transformation you went through at Marquette.
3. Tell about your favorite Marquette professor – what did he or she teach you? What did the professor do that made being a student such a memorable experience?
4. If you could play any movie role, what would it be? Tell your partner what character you would like to play – from a movie that's already been made or one that you think should be made. Why would you like playing this character? You'll have about 6 minutes. Be sure to give your partner a chance.
5. Before I tell you what the question is for you and your partner, let me give you one tip. Be seriously curious about whatever your partner says. Ask questions. Encourage them to say more – how they first got started, why they like it so much, how it feeds their soul. Here's the question: What's your favorite pastime, outside of your work? Tell your partner about your favorite pastime and why you love it so much.

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6. Whether you're 26 or 62, you might like to be honored and remembered. Tell your partner what you'd like to have named after you. That's right, if something in the world could be named after you, what would you like it to be? A stadium? A planet? A new Broadway theater? *(Give an example using the name of someone in the audience: 'The Mary Blakely Ice Skating Rink' or 'The Jim Walters Children's Hospital.'* What would you like to have named after you – and of course tell your partner why.)
7. In this next conversation, I'd like each of you to take two items out of your pocket or purse and tell your partner about them. What role do they play in your life? Why do you carry them around? What's their meaning for you? *(Demonstrate with two items you take out of your pocket – could be car keys, a photo of someone you're close to, your business card, a Boy Scout pocket knife, a good luck piece, a lottery ticket, etc.)*
8. Whether you graduated 2 years ago or 32 years ago, it's often the quality of the Marquette professors that makes us revere our Marquette education and want to be active alumni today. Tell your partner about a professor at Marquette who affected your life so much that you still remember his or her words of wisdom today? How is what you learned from this person kept alive in your life or work today? What sort of impact is this Marquette prof still having on your life today?
9. Imagine that it's 10 years from now, September 21, 2016. *(Put in the correct date.)* What would you like to be doing? Where will you live? What will you be known for? What will your life be like? Tell your partner and listen to their description of their life 10 years from now.
10. Tell your partner which sport you were involved in the most at Marquette. Were you a player? A supporter? How about now?
11. If you were talking to a young person who's ready to choose a university, what would you say to interest them in Marquette? In your opinion, what are Marquette's best selling points? What makes it stand out from other universities? Talk with your partner about what you'd say to this young person – maybe your niece or your neighbor – to convince them to choose Marquette?

12. In this one-on-one, after you introduce yourselves to each other, tell your partner who's your role model? Who's your hero? Bill Gates? Your grandmother? The President of Marquette, Fr. Robert Wild? Oprah Winfrey? Tell your partner who's your hero and why.
13. Did you know that more than 90% of Marquette students engage in some kind of community service before they graduate? Tell your partner about any community service you've done – or if you're too busy with career and family right now – what kind would you like to do in the future? In what arena would you like to volunteer to create a better world?
14. Did you know that Marquette has a Career Alumni Network that connects today's alumni with tomorrow's grads? If you were to give advice to one of these new grads through the Network, what would that career advice be? What's become clear to you about the world of work that you'd like to pass on to new grads to get them started off on the right foot?
15. Describe your favorite vacation to your partner. Where will you go? Who will you take along with you? What will you do all day? Talk about it in such a way that your partner feels the joy and excitement you feel when you're on this dream vacation. Be sure to give your partner a turn. It's fine to ask each other questions, of course, or veer off into other topics. You'll have about 6 minutes together.
16. *(Each person will need an index card and a pen or pencil for this activity. Your Support Team can help you pass them out quickly before you give the directions.)*

"Before you talk with your partner, I'd like you to write 2 truths and a lie about yourself on your index card. Yes, that's right, this is a stump your partner activity! On your card write 2 truths about you such as 'I'm a teacher.' Or 'I love para-sailing.' And then write one lie on your card. Maybe a lie about you is, 'I've sung with a 3-piece band in a jazz club.' Or 'I lived in Africa for 3 years.' I'll wait a minute while you think of your 2 truths and a lie and write them on your index card. *(Pause until most people are done writing. Give them time to write on the card, so they have a plan for what to tell their partner.)*

"Now take turns telling your partner the 2 truths and a lie about you. Listen to their 2 truths and a lie. And then have a conversation in which you try to figure out what's true and what's not. Ask each other questions and carry on a conversation in which you listen for untruths and inconsistencies. I'll let you know when 5 or 6 minutes is up and then you and your partner can guess what was true and what was not.

"So now, go ahead and tell your truths and lies and have the conversation where you try to confirm or disprove what your partner said. *(Set your timer and watch the attendees carefully to see how long to let this activity go. Use your bell to alert people to listen to you again.)*

"No, it's not time to get a new partner. It's time to guess what was true and what was a lie about what your partner told you. Go ahead and have fun guessing with your partner. *(Pause for 50-60 seconds so the pairs can finish up their conversations. Then go on to the next one-on-one.)*

Tips for Making One-on-Ones Work:

1. **Choose the One-on-Ones that are right for your event.** The great thing about one-on-ones is that when you guide people in your group to speak with even 3 or 4 people in this structured way, the trust and comfort they feel with everyone in the room will increase dramatically. As you see, some of the one-on-ones ask directly about your attendees experiences and others don't. Some might be more appropriate for a meeting of the Young Alumni Association. Others might work best for the Business Administration Alumni Association. Think about your attendees and choose the questions or topics that will be right for your group. A few of the topics can be expanded into a longer discussion with groups of 3 or 4 people. Or you might use one or two as "warm-ups" before a speaker or panel.
2. **Convey Excitement.** Put enthusiasm into your voice. The conversations you're leading people in will be fun and exciting if you convey a sense of fun and delight. These one-one-ones will lead to all kinds of great connections in business and in life – and your attendees will remember they got it all from being active in their alumni chapter.

3. **Enjoy the buzz.** A noisy buzz in the room is the sign that people are engaged and connected. To manage the noise, encourage people to spread out and use the far corners of the room. Just be sure they can hear your signal when it's time to get a new partner.
4. **Notice when to end each One-on-One.** Deciding when to end each conversation is up to you. Most of them can be completed in about 6 minutes, but if you sense that people are highly engaged you might let one run 8 or 9 minutes. Listen to the sound in the room. It's better to end the one-on-one when energy is high rather than when you sense people are thinking, "Will this ever end?" Every pair won't be ready to quit at the same time of course, so you might say, "If I'm interrupting something, please be sure to get back to your partner later tonight."
5. **Think about seating.** One-on-ones are difficult to do in a room with fixed seating like an auditorium. In an open space however people can choose to sit or stand after they get paired up with a partner. If you're doing 60 to 75 minutes of one-on-ones, that's a long time to stand, so it's a good idea to have chairs scattered around the room for those who want to sit.

Activity Four

Title: Treasure Hunt

Purpose: To help people get to know each other and see what a wide variety of backgrounds and talents people have.

Description: Each person is given a Treasure Hunt Grid with 16 squares. Each square describes a quality or achievement that describes people in the room. Alumni are invited to circulate, look for someone who fits the description in each square, and have a conversation with that person to find out more. Examples: "Someone who graduated at least 20 years before or after you," or "Has a web site," or "Was born outside the U.S."

Time Frame: 30-60 minutes.

Size of Group: Any size. This activity would be difficult with fewer than about 20 people.

Supplies:

- One copy of the Treasure Hunt Grid (below) for each person.
- Pen or pencil for each attendee.
- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld-cordless microphone if the group is larger than 25.

Room Set-Up: Open space where people can move around freely.

Preparation:

- If you wish, change some of the items in the squares on the Treasure Hunt Grid to customize it for your group.
- Copy the Treasure Hunt Grids – one for each person attending.

Activity Four Leader's Script:

"Welcome. My name is _____ and I *(tell some identifying feature about you such as the year you graduated, or what you do, or the leadership position you hold in the alumni network.)*

"Thanks for coming. Your Marquette friends offer a multitude of resources, support, information, and just plain old fun, so it's a smart move to stay connected and take advantage of the many programs and services that can add to the quality of your life and work. *(Here you might mention what a few people in attendance do for Marquette or how they've benefited from their Marquette relationships. 'Jim was just telling me that he found the lead for his new job when he talked with Ralph at the last meeting. Susan here went to the Golf Outing and came away with a new client. And George has just been elected to the Board of Directors.')*

"You'll have chances tonight to make great connections just like they did. Now, I'll pass out the Treasure Hunt and a pen or pencil to each of you. *(Have your Support Team help you distribute the supplies quickly.)*

"Before you start, let me give you some directions. Tonight we've got an activity planned that will help you get to know other people here and be a lot of fun. It's a Treasure Hunt where you get to look for the treasures in the people in the room.

"But first some ground rules. You might have done a similar activity in the past where the idea was to run madly around the room, finding the people you need and writing their names in the block so you could be the first to finish. Tonight, I'd like to you take a much more leisurely approach. Linger longer with each person and ask at least one question when you find that he or she fits the description in one of the squares. For instance, as you see, one of the blocks on the Treasure Hunt Grid asks you to find someone who has their own website. So, with that person, you might ask what the site sells or promotes, and whether it includes a blog. And you might tell about your website or your work. In other words, before you rush off, have a bit of a conversation.

"Tonight, the treasures are the people you find, so slow down and enjoy the process. One more ground rule: After you finish talking with one person, continue your search for the people treasures in the room by finding someone else who's standing alone or ready to move

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on to a new partner. No 3- or 4- or 5-people conversations allowed! Seek out one-on-one conversations. And remember there are no bonus points for speed! On the other hand, don't be reluctant to say goodbye and move on after a 4- or 5-minute conversation. That's the name of the game – to find the treasures in the room!

“O.K. We have about _____ minutes for this activity.

“We Are Marquette” Treasure Hunt

Find Someone Who . . . and Write His or Her Name in the Box.

has an MU email address.	works part-time.	has a birthday the same month as you.	went to the last alumni reunion week.
graduated within a year or 2 of you.	has met Fr. Robert Wild.	has his/her own website.	was born outside of the U.S.
had a relative at MU in the last 5 years.	has volunteered for the Career Alumni Network.	is looking for a job or wants to change careers.	graduated at least 20 years before or after you.
will sing their favorite song to you.	had an extracurricular activity at Marquette that took at least 10 hours a week.	is in some kind of leadership or advisory position with MU.	played on a Marquette team of any kind.

Activity Five

Title: Starring Roles

Description: Each attendee is asked to create a "Roles I Play" card and then to meet with 5 successive partners and answer a question about one of those roles with each partner.

Purpose: When your attendees have a chance to talk with 5 people in the room, the degree of trust and interest in the whole group grows. Having people start the activity by writing down the roles they play on a card does two things. It gives the introverts in your group time to pull their thoughts together before having to talk with someone and helps the extroverts in your group be more succinct when it comes time to talk with a partner.

Time Frame: 40 minutes

Size of Group: This activity works well with a group of 10 or more.

Supplies:

- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.
- One large, bright-colored index card for each person attending.
- A pen or pencil for each attendee.

Room Set-Up: Any room set-up will do.

Preparation:

- For each of the 5 roles attendees identify on their index cards, there will be a new question you'll ask them to explore with their partner for that one-on-one. So, write each question for each of the 5 roles on a different piece of chart paper. Place the question for the 5th role on the top sheet and under that place the question for the 4th role, and under that place the question for the 3rd role, etc. If the group is very large, you might want to create two sets of charts to post at different places in the room for easy viewing. Write the questions for each role in very large print with a dark Magic Marker. Cover the questions with a blank sheet of chart paper, until you are ready to use them.

- **For role #5, write this question on the chart:**

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Who taught you the most about playing this role well?
Who's your role model?

- **For role #4, write this question on the chart:**
How would you feel if you could never play this role again?
What would you miss?
- **For role #3, write this question on the chart:**
What's one thing you're proud of when you think about how you play this role?
- **For role #2, write this question on the chart:**
What's the best thing about playing this role?
- **For role #1, write this question on the chart:**
Tell your partner about this role, what it means in your life, and how it brings out the best in you.

Activity Five Leader's Script:

"Welcome to this Marquette University Alumni meeting. I'm _____ and I'm _____ (role such as, 'member' or 'President' etc.)
(Introduce others if you like and make any necessary announcements.)

"In a few minutes, you'll have a chance to meet or re-connect with 5 other alumni as I lead you through a series of conversations. Your Marquette relationships can bring you an abundance of resources, information, joy, and support, so we're glad you came tonight. Be sure to pick up a copy of the list of attendees before you leave. You'll probably see an alumnus on the list who lives near you or has a business service you need. Even if you don't get a chance to talk with that person tonight, you can still connect later for a cup of coffee or to ask more about that person's special expertise.

"Take the index card you got when you came in tonight *(or have your Support Team pass the cards and pens out right now)* and write the numbers 1 through 5 down the left side of the card. *(Pause while they do that and repeat the instructions if necessary.)*

"Good. Here's what I'd like you to write on your card. Write the 5 main roles you play or identities you have in life, starting with #1 as the most prominent. So think about the 5 most prominent roles you play – roles such as brother, or wife, or engineer, or writer, or son, or friend, or librarian, or landscaper, or soccer coach, or volunteer, or Marquette alumna, choir director, or jazz singer. Write them on your card with #1 being the most prominent. *(Pause while they do that and repeat instructions if necessary.)*

"So now you have on your card the 5 most prominent roles you play or identities you have in your life. In just a moment, I'm going to ask you to get with a partner. And please choose someone you haven't met yet or haven't talked with in a while. OK, now get with a partner and then listen for further instructions. *(Pause while they get partners. Enlist the help of your Ambassadors and Support Team to make sure everyone has a partner.)*

(Notice that you're going to ask them to talk about their roles starting with #5 first. The reason for that is that since it's less central in their lives, they will be more comfortable talking about it. As they move to their next partner and then their next, they will gain more comfort

with the process and feel more relaxed talking about roles or identities that are more central in their lives.)

One-on-One for the 5th Role:

"In this conversation, I'd like you and your partner to answer this question (*Reveal the chart now.*) for Role #5: 'Who taught you the most about playing this role well? Who's your role model?' You'll have about 6 minutes together so, be sure to give your partner a turn. Enjoy seeing where the conversation goes as you answer this question. OK, begin. (*Set your timer for 6 minutes. Use your bell to signal that it's time to stop.*)

"Say 'Thanks' to your partner and choose a new partner. After you get with a new partner, listen for instructions before you introduce yourselves." (*You may have to repeat that a couple of times. It's a good sign that people are so engaged that it's hard for them to break away from their partner.*)

One-on-one for the 4th Role:

(Reveal the chart giving the 4th question and repeat if necessary.)

"With this new partner I'd like you to think about the 4th role you wrote on your index card and answer this question: 'How would you feel if you could never play this role again? What would you miss the most?' (*Set your timer for 6 minutes. Use your bell to signal that it's time to stop.*)

"Say 'Thanks' to your partner and choose a new partner. After you get with a new partner, listen for instructions before you introduce yourselves." (*You may have to repeat that a couple of times.*)

One-on-one for the 3rd Role:

(Reveal the chart giving this question and repeat if necessary.)

"With this new partner, I'd like you to think about the 3rd role you wrote on your index card and answer this question: 'What's one thing you're proud of when you think about how you play this role?' (*Set your timer for 6 minutes. Use your bell to signal that it's time to stop.*)

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"Say 'Thanks' to your partner and choose a new partner. After you get with a new partner, listen for instructions before you introduce yourselves." *(You may have to repeat that a couple of times.)*

One-on-one for the 2nd Role:

(Reveal the chart giving this question and repeat if necessary.)

"With this new partner, I'd like you to think about the 2nd role you wrote on your index card and answer this question: 'What's the best thing about playing this role?' *(Set your timer for 6 minutes. Use your bell to signal that it's time to stop.)*

"Say 'Thanks' to your partner and choose a new partner. After you get with a new partner, listen for instructions before you introduce yourselves." *(You may have to repeat that a couple of times.)*

One-on-one for the 1st Role:

(Reveal the chart giving this question and repeat if necessary.)

"With this new partner, I'd like you to think about the 1st role or identity – the most important role you wrote on your index card and answer this question: 'Tell your partner about this role, what it means in your life, and how it brings out the best in you.' *(Set your timer for 6 minutes.)*

"Thanks for telling about your Starring Roles. If I interrupted one of your conversations too early, I hope you'll get back to that person at the end of the meeting or plan to get together later." *(Go on to the next part of your program.)*

Activity Six

Title: It's In The Cards

Purpose: To meet or re-connect with several other alumni and answer questions or do an activity that helps them get to know each other better.

Description: As attendees come in, they each draw one card from a deck of playing cards. The leader then leads them in getting into 2 small groups and 1 paired activity based on the number and suit of the card they drew.

Time Frame: 30-45 minutes

Size of Group: Minimum: 20. Maximum: Any number of people

Supplies:

- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.
- One deck of cards (remove Jokers) for every 52 people attending.
- Chart paper to write card suit designations on for the second part of this activity.

Room Set-Up: This works best in a large open area where people have room to move around. For the second part of the activity they may wish to pull chairs over the chart designating the suit of the card they drew and sit down while brainstorming slogans together.

Preparation:

- Card Deck with jokers removed: To prepare the card deck, sort the cards by number, putting all the 4's together, all the King's together, etc. Then estimate the number of attendees you'll have. Use only the portion of the deck needed for each of your attendees to draw one card. For instance, if you expect about 22 people you'll need 6 sets of cards, i.e. all 4 of the Aces, all the Kings, Queens, Jacks, 10's and 9's. After separating out the cards you'll use, shuffle them before letting each attendee choose one as they come in.

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- Prepare 4 charts to place around the room. At the top of each chart draw a different suit symbol: a heart in red, a spade in black, a club in black, and a diamond in red. These charts will be gathering places in the second part of this activity and will be used by the small groups to record the slogans during the brainstorm. Place several blank sheets behind each chart with the suit designation, in case the group needs more paper to write their brainstormed slogans on.

Activity Six Leader's Script:

(As alumni arrived at the nametag table, they were asked to choose a random card out of a specially prepared deck of cards and to keep it for use in this Activity.)

"Welcome to this Marquette University Alumni meeting. I'm _____ and I'm _____ *(Tell something about yourself. Introduce others if you like and make any necessary announcements.)*

"In a few minutes you'll have a chance to talk with quite a few other alumni – we'll form groups all based on chance – according to the card you drew as you came in. *(Ask your Support Team to let anyone who missed getting a card on the way in to help them draw one now.)*

"You know, when it comes to networking, serendipity plays a big role – you just happen to come to this meeting, and someone who knows of a job opening in your field just happens to come to this meeting and you just happen to get introduced to each other by _____ (say someone's name) over there. As the saying goes 'You gotta play to win!' So congratulations on being here tonight and let's get going.

"In just a moment I'd like you to group yourselves according to the card you chose. So all the 4's get together, all the 10's get together, all the King's get together. Depending on how many cards we handed out, there might be 2 of you or 3 of you or 4 of you. It all depends on our old friend Chance. If Chance dealt you a card that doesn't match up with anyone else's then call yourself a Wild Card and get with a group that doesn't have 4 people in it yet.

"When you get with your group I'd like you to take turns telling your partners what role Chance played in your career choice. Yes, that's right. Tell your partners what role Chance played in your selection of a career. If you're retired or not in the workforce, tell about what role Chance has played in getting you where you are today. You'll each have about two minutes, or total of 10 minutes. If you have time left over enjoy going where the conversation takes you. *(Enlist the help of your Ambassadors or Support Team to make sure everyone is in a group. Set the timer for 10 minutes. When time is up, ring your bell to signal that's it's time to listen for more instructions.)*

"Say goodbye to your partners. *(Pause)* Say 'Thanks' to your partners and listen for more instructions." *(Pause. You may have to say this a couple of times. Be glad if they are so engaged in conversations that it's hard for them to end.)*

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"Say goodbye to your partners. Stay right where you are while I tell you what we're going to do next. For this next activity, I'd like you to form a group with everyone else who has a card of the same suit as you do. But before you go, listen to what I'd like you to do together.

"All the Hearts will get together over at the poster with the big Heart, and all the Spades get together over there at the Spade poster, etc. So we'll have 4 groups around the room. In this group, I'd like you to come up with a new slogan or bumper-sticker for Marquette. You know we already have 'We Are Marquette' and 'Be the Difference.' Both are great slogans. But how about putting your idea power together and brainstorm what might be another good slogan for Marquette. Who knows – we might even use it on the web site or to launch Marquette Day. You've got chart paper and Magic Markers at each poster. After you do quick introductions, see if your group can come up with a great new slogan or bumper-sticker. The slogans you come up with could have to do with any aspect of university life – for one of the sports teams, or reflecting the spirit of the students, or anything about Marquette that you can dream up. Have fun creating. Appoint one of your group write down everything anybody thinks up no matter how far out or how silly. After about 12 minutes of brainstorming, we'll ask each group to present their top 3 slogans. *(Set the timer for 12 minutes. Depending on the energy you might let this activity go as long as 15 minutes.)*

"Begin to finish up with your partners. Take about one more minute to finish up with your partners and choose your top 3 slogans.
(Pause.)

"O.K. Choose your top 3, because very shortly we'll ask you to tell us what you've come up with. Just stay right where you are with your group, and I'll bring the microphone around to you.

"O.K. let's hear from the diamonds first. Tell us your top 3 slogans.
(Congratulate every entry. Say thanks. Enjoy the humorous nature of some slogans. Appreciate the seriousness and deep feeling behind others. Say thanks and initiate applause for each group after you've heard their entries. You may actually want to collect the best ones and send them to the University Advancement Office.)

Activity Seven

Title: TV Interview Show

Purpose: To get to know other attendees using a fast-paced, mock TV interview show format.

Description: As each attendee comes in, he or she writes his or her name on two slips of paper. Then each attendee puts one slip of paper in the TV Talk Show Hosts hat and one slip of paper in the Audience Participants hat. In each round of the "TV Interview Show," a name is drawn from each hat to see who will play the role of the Host, and who will be the Audience Participant. There also will be a third hat, the Questions hat, from which the Interviewer will pick the questions. (See below.) After the Host reads a question to the whole audience, the Host will ask for a volunteer to sit in the Interviewee seat and answer the question. The Host will ask the Audience Participant for an additional question toward the end of the interview. After the Interviewee has answered the host's question, and perhaps some follow-up questions, then the Host will call a question from the Audience Participant. Then three new people will take the stage - a Host, an Audience Participant, and a volunteer Interviewee. A new question will be drawn from the Questions hat.

Time Frame: The time will depend on how many interviews you do. Each interview will take about 6 minutes.

Size of Group: Good for small groups of 15 or so, as well as for large groups up to about 40. With groups more than 40, not enough people would get to participate. If you run 4 interviews of about 6 minutes each, 12 people will get to participate.

Supplies:

- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.
- 3 hats: one for Hosts; one for Audience Participants; and one for Questions. Find funny hats. Making the hats all very different or silly, you'll create a lively and playful atmosphere. Label each hat. Display the Hosts and Audience Participants hats on the entry table, so each person can put his or her name in upon arriving. Put the Questions hat aside to bring out later.
- Interview Questions on slips of paper. (See below.)

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- Enough small slips of paper for attendees to write their names on. (2 x number of expected attendees.).
- Several pens at the entry table for writing names on the slips of paper.

Preparation:

- Attach a sign to the first hat that says "Hosts," and a sign to the second hat that says "Audience Participants." Also prepare a sign that says "Questions" for the third hat. Don't display the Questions hat on the entry table. Bring it out when you're ready to start the interviews.
- Choose the questions you'll use. (See below.) Print one question on each slip of paper. Put the question slips in the Questions hat. These serve as "starter questions" for the Host. The Host will probably go on to ask several other related or unrelated questions.
- Set up three chairs at the front of the room. If you can, make it look like a TV interview setting, with a little table and some flowers.

Room Set-Up: At the front of the room, place three chairs, one for the Host, one for the Audience Participant, and one for the Interviewee. Off to the side, put a small table or a row of chairs for the 3 hats so they are within easy reach.

Activity Seven Leader's Script:

(Have the 3 hats close at hand.)

"Welcome. My name is _____ and I *(tell something about yourself, such as the year you graduated, or what you do, or the leadership position you hold in the Alumni Association.)*

"Thanks for coming. Tonight, if you're lucky, your name will be drawn out of this hat *(Show the Hosts hat.)*, and you'll get to interview one of your fellow alumni using one of the questions from this hat. *(Show the Questions hat.)* Right here on the set for this live TV show! *(Gesture to the chairs you've set up.)*

"And we'll invite one Audience Participant per interview to ask a follow-up question. *(Show the Audience Participants hat.)* If your name is drawn to be the Audience Participant, you'll need to listen extra carefully, so you can come up with a good follow-up question. When the TV Host is ready, he or she will say, 'We have a question from the audience.' That will be your cue to introduce yourself and ask your question.

"Let's get started, and you'll see how it works. Maybe your name will be drawn. Remember, we'll draw names for the Host and the Audience Participant. The Interviewee will be a volunteer - the person who likes the question so much that he or she is just can't wait to answer. That could be you. You'll know when you hear the question that seems perfect for you. *(Invite an alumnus to pick a name out of each of the two hats. Do this with great fanfare and a sense of mystery. Ask the Host and the Audience Participant whose names are drawn, to sit in the chairs at the front, leaving the third chair open for the person who volunteers to be interviewed.)*

"O.K. We're almost ready to begin. *(As an aside that the audience can hear, say)* 'Now _____ *(Insert the name of the Host)*, I encourage you to make this as much like TV as possible. Introduce yourself. Greet your guest. Create a little drama and theater as you introduce your guest. *(Here's where wearing visible nametags will come in handy.)* You might mention your Interviewee's illustrious years at Marquette or anything else you know about this person. Then when you're ready, draw one question out of the Questions hat. Read the question out loud. Read it slowly and thoughtfully a couple of times so people in the audience have time to mull it over a bit. Then ask 'Who was just waiting for this question? Who's eager to answer this

question?' Choose someone, help them get settled in this chair and begin the interview. Use the question from the hat as a 'starter' question. You're free to ask several follow-up questions on the topic or on a different topic. Then, after a few minutes, when you're ready for the Audience Participant to ask a question say, 'We have a question from someone in the audience.' Ask your Audience Participant to introduce himself and ask a question.

(Step to the side and let the show begin. Let each interview run 4-6 minutes. If it's interesting or funny it might be closer to 6 or 7 minutes. When you think it's a good place to end, step in and say,) "Give _____ (the Host), and _____ (the Interviewee), and _____ (the Audience Participant) a big hand.

"Let's have _____ (choose someone, maybe the Audience Participant) draw the name of a new Interviewer and a new Audience Participant and go on to a new question. (Move from one interview to the next quickly so lots of people get a chance to participate. If a name of someone is drawn who has already participated in any role, then choose a different name. Create fun and mystery around drawing a name. Thank everyone who participates.)

Question List (Use some of these or make up your own.):

1. What's a lesson you learned at Marquette that didn't come from a book? How has that lesson helped you become the person you are today? Tell us about a specific experience that highlights the lesson you learned in your student years.
2. What's the most exciting thing in your life right now? What do you predict will happen next?
3. If you could choose anyone in the world, famous or not, alive or dead, to mentor you and advise you about anything you wish, who would you choose? What would you like them to coach you on and why?
4. Who's the most famous person you've ever met? Tell us all about it.
5. What have you learned in the school of hard knocks? Of all the experiences you've had since you left school, which one has taught you the most about how life works?

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6. If you could magically and instantly have one skill – without having to study or practice – what would that skill be?
(Examples: to play the piano expertly, to be an Olympic skier, to be a world-class chef.)
7. If you could interview anyone in the world, who would you like it to be? You can choose anyone – a politician, an entertainer, an environmentalist, a philanthropist. . . . Who would you like to interview? Why?
8. Imagine that you have just won the lottery – 20 million dollars! Because you've read all the studies that show that rich people are not significantly happier than middle class people, you decide to donate your \$20 million to a charity or a good cause. Which one will you choose? Why?
9. If you could spend one month anywhere in the world, where would you go? Describe to us why you chose that place and what you'd like to do there.
10. If you could be the editor of any magazine, which one would you choose? Why?
11. Imagine that you receive a letter in the mail. You open it and here's what it says: "You have been awarded one year off from all life responsibilities! You can do whatever you wish for one year. You don't have to balance your check book, or do your laundry, or drive the carpool, or go to work, or wash the dishes. You have a year off from all mundane responsibilities. What would you do with your year?"
12. Think about a typical day in your life – whether you work for yourself, or an organization, or you spend your time at home. What are the two or three most interesting or fun parts of your typical day?
13. What's the best class you ever took? What made it so compelling? How are you using what you learned in the class?
14. What advice would you give someone who's graduating from Marquette this year? What's happened in your life that makes you so sure this is sound advice?

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15. The saying goes that everyone has at least one book in them. If you were to write a book, what would it be about? Tell us a little bit about what you'd say.
16. If you were to give a 10-minute speech to a high-school class, what would you talk to them about? Why that topic?
17. Tell about a good deed someone did for you.
18. Remember back to when you were a little kid. What did you want to be when you grew up? What parts of that dream are you playing out in your current work or life activities?
19. What TV role would you like to play? Why does it appeal to you? Why would you be good at it?
20. Tell us about the best birthday you ever had? What did you do? What did you like about it?

Activity Eight

Title: Swap Meet

Purpose: For alumni to get to know each other based on what they listen to, view, or read.

Description: In the meeting announcement, ask each person to bring a book, CD, or DVD that he or she would like to swap. At the entry table, each attendee leaves the item he or she brought, and draws a number out of a hat or bowl. That number determines when each person will get a turn to choose one of books, CDs, or DVDs. Each person who brought a book, CD, or DVD goes home with a new one and has a chance to talk with others about the item he or she swapped.

Time Frame: For a group of 30, this activity will take about 20 minutes. For a group of 60, count on about 40 minutes. The larger the group, the more time it will take to complete the selection process.

Size of Group: Any size.

Supplies:

- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.
- A large table or tables on which to display the books, CDs, and DVDs people bring to swap.
- A large bowl or hat into which you've put slips of paper with the numbers 1 through ____ (the number of attendees you expect).
- Ask your leaders to each bring a few extra books, CDs, or DVDs that they are willing to part with. Having some extras on the table will make the selection process more fun. That way, the last person who gets to select his or her item still has some choice. (And the leaders can take home the leftovers!)
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Room Set-Up: A large table on which to display the items people bring to swap. Depending on how many attendees you expect, you may need several display tables.

Preparation:

- In a bowl or hat, place slips of paper with the numbers 1 through _____ (the number of attendees you expect.) Place this container on the entry table, and ask each person to choose a number. The number will determine the order in which people get to choose a book, CD, or DVD.
- Alert your Support Team that one of them may need to help those who didn't draw a number when they entered to do so as you explain the swap process.
- Enlist someone on your Support Team to be at the swap table to make sure the choosing goes in order.

Activity Eight Leader's Script:

"Thanks for coming tonight. Finish up your conversations and take a seat. *(Pause while people gather and sit down.)*

"Let's gather together and begin the meeting. *(You may have to say this several times to gently bring people to the large group.)*

"Let's come together and start this part of the meeting. My name is _____. I graduated in _____. *(Or tell something else about yourself that will make it easy for people to connect with you later.)*

"Thanks for contributing your book, CD, or DVD to the swap table. Tonight you'll get to choose a new book or CD or DVD to take home with you. When you entered tonight, you chose your lucky number out of the hat *(or bowl)*. That number will determine the order in which you'll get to choose an item you want to take home. During our open networking time, two things will happen. One is that I will announce when it's your turn choose an item from the table. I'll use the microphone to call the numbers in order and in blocks of 10. So, if you are number 14 and you hear, 'Time for numbers 11 through 20 to come to the table and choose an item,' just excuse yourself from the conversation you're in and come to the table. _____ *(Name someone on your Support Team.)* will be there to let you know when it's your turn.

"And, while some people are choosing, you'll have a chance to talk with others about what book, CD, or DVD they brought to swap. And be sure to tell them about the one you brought. After more and more people have chosen their items, you may even be able to find the person who chose your item and see what you have in common. Good conversations are a search for a commonality or a need. You might find that you have something in common with the person who brought the 'West Wing' DVD – you both follow the political scene! Or you might find that someone really needed the book you brought on job interviewing.

"So, if you have numbers 1 through 10, raise your hand. *(Look around for a show of hands.)* Let's send all 10 of you to the swap table right now. As for the rest of you, please listen for your number to be called, and until then enjoy talking with other alumni about the things they brought to swap – or whatever else interests you." *(When all the choosing is done, if you have time, you might want to end this activity by inviting 3 or 4 people to tell why they chose the item they did.)*

Activity Nine

Title: Multiplication

Purpose: To introduce alumni to 5 other people so they can build long-term relationships with each other. By participating in a one-one-one and 2 small group activities, alumni feel a growing sense of connection, find resources and information, and get a start on building long-term relationships.

Description: In one paired activity and 2 foursomes, alumni have a chance to be introduced to and talk with 5 other alumni in a structured networking activity.

Time Frame: 30 to 40 minutes.

Size of Group: This works best with 25 people or more. No maximum.

Supplies:

- Timer.
- Bell to signal to people when to return to the large group.
- A handheld, cordless microphone if the group is larger than 25.

Room Set-Up: A large room with moveable chairs, so people can re-group several times throughout the activity.

Preparation:

- Ask your Support Team and Ambassadors to arrive 15 minutes early. Before the meeting starts, fill them in on how they can help with the pairing process that takes place in this activity

Activity Nine Leader's Script: "Thanks for coming tonight. Finish up your conversations and take a seat. *(Pause while people gather and sit down.)*

"Let's gather together and begin the meeting. *(You may have to say this several times to gently bring people back to the large group.)*

"Let's come together and start this part of the meeting. My name is _____. I graduated in _____. Tonight I'm going to lead you in an activity where you'll get to meet or re-connect with 5 other alumni. To follow up, we encourage you to get together outside of our alumni association meetings as well. There are probably people here who would like to do business with you, or work on a Marquette project with you, or who know just the right CPA you've been looking for. So, look to your fellow alumni first whenever you need a service or resource. *(Mention a way you or someone in the audience has benefited from knowing another alumni. "John, weren't you just telling me that you've used Rick's web design services?")*

"There's a list on the table of everyone who's here tonight so be sure to pick one up before you leave.

"We want to help you make great connections tonight. We know you came to re-connect with alumni you already know and to meet new alumni. So in just a moment I'd like you to choose a partner – someone you don't know or haven't talked with in a while. You'll have about 6 minutes together. Introduce yourselves. Enjoy seeing where the conversation goes and asking each other questions. See how much you can learn about each other – and remember what your partner tells you because you'll need that information later in this activity. When you hear this sound, *(Demonstrate with your bell.)* you'll know that it's time to give me your attention again.

"So, now get a partner, and learn all you can about each other. *(Pause for 6 or 7 minutes. Notice the energy to decide when people are ready for the next part of the activity. Not everyone will be ready at the same time, of course, so this is a judgment call. Use your bell to signal that it's time for them to give you their attention.)*

"Say 'Thanks' to your partner. *(Pause for 20 seconds or so.)*

"Say 'Thanks' to your partner and listen for instructions for the next part of the activity. *(Pause briefly.)*

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"OK. Let me have your attention please. If I'm interrupting something good, be sure to get back to your partner later. Now I'd like you and your partner to go together (*Demonstrate by grabbing the hand of someone nearby and holding both of your hands up in the air like Olympic champions. Or have your Support Team or Ambassadors ready to demonstrate this for you, showing how two people pair up with two other people.*) and find another twosome to group with – so you and your partner get with 2 others and become a foursome. Then listen for further instructions. (*You may have to repeat this instruction again until all are settled into groups of 4. Your visual demonstration of 2 people finding 2 people will help a lot. Enlist your Ambassadors to help with this pairing process. Depending on how many people you have in attendance, you may end up with one group of 6. That's fine. That group will just have to talk faster!*)

(After people are in groups of 4, get their attention again and give these directions.)

"In this foursome, I'd like each of you to introduce the partner you just talked with to the others in your foursome. Give your new partners highlights of what you learned about your partner. You'll each have about 2 minutes to do that. After each person takes a turn to introduce their former partner to the other 3, you'll probably have a little more time to talk together and see where the conversation takes you.

(Pause about 10 minutes while attendees complete that activity.)

"Say thanks to your partners and stay right where you are while I tell you about the next part of our activity. (*Pause while people redirect their attention to you.*)

"Now I like you to take the hand of the person in your foursome who was not your 1st partner (*demonstrate by taking someone's hand and holding your hands high over your head. Or have two of your Ambassadors demonstrate this.*) I'd like you and your partner to walk around the room and make a new foursome by grouping with two other people. If their hands are up, you'll know they are looking for partners, too. Once you get into a new foursome, listen for more instructions.

(You and your Ambassadors can help people get into new groups of four.)

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"O.K. Thanks for doing that. Give me your attention so I can tell you what I'd like you and your 3 partners to do. *(Use your bell to get attention if necessary.)* I'd like each of you to take a turn to tell people in your group 3 things. First, tell your partners one thing about your past - and here why not say something about your Marquette history - anything you'd like them to know about your college years. Second, tell your partners one thing about your present life. And third, tell your partners one thing about your future - something you are planning or looking forward to. So each of you will take about 2 minutes to tell one thing about your past - feature the university on that one - and one thing about your current life, and one thing about your future. You'll each have about 2 minutes. You'll probably have some time left over at the end, so enjoy seeing where the conversation goes, as you explore what people in your group have said. You'll have a total of about 10 minutes for this activity. *(Set your timer for 10 minutes. If energy is still high or you see that not everyone in the groups of 4 has had a turn, you might say, "You have about 2 more minutes so make sure everyone in your group gets a turn." Use the bell to signal it's time to stop.)*

"Thanks for doing that. Say 'Thanks' to your partners and let's talk together again." *(Pause. You may have to repeat the invitation to return to the big group. Bring people back to the large group gently. If they have trouble leaving their foursomes, that's the sign that good conversations were going on - that you've created a rich networking environment! After everyone is back together, thank them for their participation and introduce the next part of the meeting.)*

Activity Ten

Title: Meet the Pros

Purpose: To give alumni updates on current business and life issues, new trends, MU programs and priorities, or even special topics such as how to volunteer for the Career Alumni Network.

Description: In small group meetings of 6 or 8, alumni have structured discussions led by alumni who are Pros in their fields and have special expertise to share. This activity is a good way to honor and involve alumni who hold "expert" or "celebrity" status and might not usually attend meetings.

Or the Pros leading the discussions might be Marquette students, faculty, or staff who can share current information on university programs and activities.

Time Frame: Each Meet the Pros session takes about 30 minutes. If you run 2 rounds your program will take about 60 minutes. If you run 3 rounds, count on about 90 minutes.

Size of Group: Minimum 15; Maximum – depends on how many Pros you invite to speak.

Supplies:

- A timer.
- A pleasant-sounding bell to signal people to come back together.
- A handheld, cordless microphone if the group is larger than 25.
- Signs identifying the topic to be discussed at each table. If you plan on having 6 Pros, you'll need 6 signs.
- Some sort of sign holders that display the table signs 2 or 3 feet above the tables for easy viewing. (Hotels often have metal sign holders just for this purpose.)

Room Set-Up: Tables that seat from 6 to 10 people each. Spread the tables out around the room, as far as possible away from each other, to keep the noise down when the Pros are leading their discussions.

Preparation:

- Draw up a list of Pros to invite.
- Customize your written or phone invitation for each Pro, explaining why their expertise is valued and what you'd like each one to speak on.
- Confirm your Pros one month before the program and one week before the program.
- Make the signs identifying, in large letters, the topic at each table.
- See #5 below regarding using your Support Team and Ambassadors.

Activity Ten Leader's Script:

"Thanks for coming tonight. Finish up your conversations and take a seat. *(Pause while people gather and sit down.)*

"Let's gather together and begin the meeting. *(You may have to say this several times to gently bring people back to the large group.)*

"Let's come together and start this part of the meeting. My name is _____. I graduated in _____. Tonight we're going to Meet the Pros. We've invited some of your fellow alumni who are experts in their fields to lead small group discussions. *(Or if some of your pros are staff, faculty or students, announce that instead.)*

"As you see, above each table there's a sign announcing what topic the Pro at that table will discuss. In just a moment, I'd like you to go to the table of your choice, but first let me tell you a little more about what will happen when you get there. The Pro will invite people to briefly introduce themselves and then will give you a 10- or 15-minute update on his or her topic before opening the floor for discussion and questions. There probably will be people at your table you'll want to follow up with, so we'll have some open networking time later. And be sure to pick up a list of everyone who's attending tonight, if you haven't already.

"One note about choosing your table. There are 8 chairs at each table. If you go to a table and all the chairs are filled, that's your cue to choose another table and a different topic. *(If you do two or three rounds, point out that the person may be able to sit with that Pro on round 2 or 3.)*

"We'll have about 30 minutes for this activity so enjoy your time with your Pro." *(Set your timer for 30 minutes. When time is up use your bell to signal that it's time to stop. If you're going on for another round, invite people to choose a new table and remind them, if all the seats are filled, it's their cue to choose a different topic. When Meet the Pros is over, thank each of your Pros by name and lead the group in applauding them.)*

Q & A About the Meet the Pros Activity:

1. **What's the best way to handle the invitation process?**
After you decide whom to invite, then decide what will be the most powerful way to deliver the invitation. In person? By phone? With a letter customized to that person? E-mail may be convenient in some cases, but if you want to enlist the support of the potential Pro, probably in person, over a cup of coffee, or via phone is the best.

2. **Where will I find people who are experts to serve as our Pros?** Involve your leaders in developing a list. Review the alumni you know personally. Think about new people whom you'd like to get involved in the Alumni Association. Tap long-time members you'd like to honor who might have drifted away. And if you'd like to have faculty, staff, students, or recent grads speak, talk with the University Advancement Office for ideas. They can referral you to alumni in your area who have special expertise or who are known for their ability to lead a good discussion. Even if you're far from Milwaukee, there still may be times when a potential alumni Pro or university staffer is visiting your city.

3. **What topics work best for the Meet the Pros sessions?**
Almost any personal, professional, or Marquette topic will work well. Consider inviting Pros on topics like these:
 - Writing a Good Resume
 - Parenting Teens
 - Financial Planning
 - Getting Started in the Stock Market
 - Negotiating Skills
 - Buying your First House
 - Planning your Retirement
 - Starting a Blog
 - Is a Hybrid Car In Your Future?
 - Volunteering for Habitat for Humanity
 - Foster Parenting: Is It For You?
 - Internet Security: Are You Protected?
 - Staging Your House To Sell
 - Football for Dummies
 - Selling on E-Bay
 - Bird Watching In the Area
 - Networking Skills
 - 401-K Plans

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- Exercises To Do At Your Desk
- Working With Temps
- Creating an Internship Program At Work
- Starting A Home-Based Business

If faculty, staff, or students are nearby or visiting your city, how about inviting them to speak on:

- New programs or initiatives at Marquette
- An update on the Marquette athletic program
- How to volunteer for the Career Alumni Network
- New trends in the MBA program
- "News from the Court": A basketball update
- How I won the All-University Alumni National Awards
- How I won the recent winners of the Teaching Excellence Awards
- Alumni who are featured in the Marquette University Magazine
- Marquette's International Action Program

4. **How can I help the Pros prepare to lead a really great discussion on their topic?** Ask each Pro to come up with a short, snappy title for his or her session – one that will make it clear to alumni exactly what the Pro will talk about. Ask each Pro to prepare and make copies of a short handout (2-5 pages) listing important points and resources, and giving his or her contact information. Ask the Pros to follow this format for their 30 minute meetings:

- Lead a go-round inviting each person to introduce themselves and asking them to tell one reason they are interested in this topic.
- Speak for about 10-15 minutes.
- Lead a Q & A with the 6-8 people at their table.

5. **What if no one chooses the discussion table of one of our Pros? Won't that be embarrassing for them?** Here's where your Ambassadors and Support Team can be of help. Alert them to hang back and fill in where people are needed to make a group. It's not necessary that every table have 8 people. You can have a great discussion with 3 people who are very interested in that topic.

- 6. How can we prevent our Pros from using their time to promote their products and services?** Include a line like this in your verbal or written invitation: "If you have a product or service to sell, rest assured that when people see your expertise and experience your character and competence, that will be all the promotion you need. Please make your Meet the Pros strictly educational and not sales-oriented."

About the Author

Lynne Waymon is President of Contacts Count, a nationwide training company for business and professional networking. With Anne Baber, she authored ***Make Your Contacts Count*** (New York, American Management Association, 2002), as well as four other books on networking and the ***FireProof Your Career ToolKit***, a print and audio downloadable product for people who want to be eager to stay and prepared to go.

Since 1987, Lynne has designed and delivered keynotes, training, workshops, and webinars on networking as a professional competency.

Clients include organizations such as PricewaterhouseCoopers, Deloitte Financial Services, DuPont, Corning, Inc., Lockheed Martin, the National Geographic Society, United Way, the National Association of Homebuilders, Georgetown University, Catholic University, the National Institutes of Health, and the U.S. Department of State.

Lynne's state-of-the-art strategies have been lauded in the media with reviews in The Washington Post, The Christian Science Monitor and many trade and professional magazines. She's been a guest on TV and radio shows, such as CNN Financial News; Good Morning, Kansas City; and the PBS show, To the Contrary.

Lynne Waymon www.ContactsCount.com 301-589-8633

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- Order the book ***Make Your Contacts Count*** by Anne Baber & Lynne Waymon (AMACOM, 2002, 2007, New York) – the best step-by-step guide on how to create, cultivate, and capitalize on networking relationships and opportunities.
- Sign up for our complimentary ***Contacts Count e-mail newsletter***. Every 6-8 weeks, short, practical, innovative tips, examples, stories of how to create, cultivate, and capitalize on networking opportunities. The best way to stay in touch!
- If you like to apply for our ***Train the Trainer Program*** and become a certified Contacts Count Presenter, call Lynne Waymon at 301-589-8633.
- If you think a layoff, downsizing, merger, or outsourcing is in your future go to www.FireProofYourCareer.com Order the ***FireProof Your Career Toolkit***, 5 audio and 5 print aids to help you protect your career future - no matter what happens to your job.