

Networking Skills for Career Growth

A Self-Assessment and 30-Day Action Worksheet

This worksheet pairs with the PersonaGuru guide on **networking skills for career growth**. Use it to rate where you stand today, track four weeks of small networking actions, and see your progress on paper instead of guessing at it.

1. Rate Your Current Networking Skills

Circle a number for each statement. Be honest, not aspirational. 1 means rarely true, 5 means consistently true.

Statement	1	2	3	4	5
I follow up within 48 hours of meeting someone new	■	■	■	■	■
I ask more questions than I answer in early conversations	■	■	■	■	■
I offer help before I ask for anything	■	■	■	■	■
I have a clear introduction I can say in under 15 seconds	■	■	■	■	■
I keep in touch with contacts even when I do not need anything	■	■	■	■	■
I am comfortable reaching out first on LinkedIn or email	■	■	■	■	■
I set a clear goal before attending any networking event	■	■	■	■	■

Your total score: _____ / 35. Below 18, start with Week 1 of the action plan below. 18 to 27, focus on the 2 to 3 lowest-scoring statements. Above 27, your gap is likely consistency, not skill.

2. The 9 Networking Skills, Quick Reference

- 1. Clear, concise communication (a 10-second introduction, ready to use)
- 2. Active listening (ask before you answer)
- 3. Empathy (read the room before you pitch yourself)
- 4. Digital etiquette (personalised LinkedIn and email notes, never generic)
- 5. Follow-up discipline (message within 48 hours, every time)
- 6. Give before you take (offer something before you ask for anything)
- 7. Small talk that moves into real conversation
- 8. Clear networking goals (know why before you walk in)
- 9. Cross-cultural and remote networking (tone and follow-up over video and chat)

3. Your 30-Day Networking Skills Action Plan

Week	Focus	This Week's Action	Done
1	Foundation	Write your 10-second introduction. Reconnect with 1 old contact.	■

2	Digital presence	Update your LinkedIn headline. Comment on 3 relevant posts.	■
3	One-on-one conversation	Schedule 1 real conversation. Follow up within 48 hours.	■
4	Give first	Share a resource or introduction, no ask attached.	■

4. End-of-Month Reflection

Which of the 9 skills felt hardest this month, and why?

Name one person you reconnected with. What happened after you followed up?

What will you repeat next month, and what will you change?

"Success in any field is about working with people, not against them." — Keith Ferrazzi, Never Eat Alone

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