

Meet Key Influencers

Guide

This activity guide helps you cultivate connections up, down and across the organization so you can tap into your best network in your everyday work, now and down the road.

WHY YOU'LL LOVE IT

As a new employee, one distinct disadvantage you face is your limited internal network. We know it's typical for you to initially place most of your focus on your relationships with your manager and team members, but other colleagues across the company are just as critical in influencing your career and shaping your experiences.

Spending time early on to figure out who the key influencers are in relation to your role, and getting to know them face-to-face, can pay big dividends down the road.



PART I. IDENTIFY YOUR KEY INFLUENCERS (VIPs)

Your manager will provide you with a set of key influencers they feel are valuable from their perspective, but that shouldn't stop you from adding to the list! Jot them down here, or jot down questions for your manager to understand more about which colleagues you should meet with in your early days at the company.

INFLUENCERS LIST FROM MY MANAGER	OTHER POTENTIAL INFLUENCERS

PART II. CONDUCT INITIAL MEETINGS WITH YOUR KEY INFLUENCERS

FRUITFUL QUESTIONS TO ASK

Need some conversation prompts to get past the meet-n-greet chit chat? Consider these questions to spark deeper understanding about the organization and success in your role:

- What are your most critical business issues over the next one to two years?
- How can our departments partner to achieve that plan?
- What has previously worked well between our departments that we should continue?
- What should we do differently to be more effective?
- How can we communicate to ensure optimal collaboration?
- What obstacles (e.g., processes, politics, tools) should I understand as my team tries to accomplish these goals?
- Who else do you think I should talk with? Can you connect me to them?

OTHER QUESTIONS I WANT TO ASK PEOPLE I MEET

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CONVERSATION LOG

Print this page to document important notes about your conversation that you want to reference later, learn more about, or take specific action on.

NAME	ROLE
THEIR FOCUS	
TOP ADVICE	
LEARNING RECOMMENDATIONS	ACTIONS FROM MY CONVERSATION