



TOOLS OF STEP 6

FOLLOW-UP & MAINTENANCE OF RELATIONSHIPS





IMPORTANT TOOLS FOR FOLLOWING AND MAINTAINING RELATIONSHIPS ARE:

1. Sending a follow-up email, tips in the coaching guide section 3.2.2
2. Calling.
3. Giving a business card.
4. Sharing valuable events.
5. Sending greetings in special events/days.
6. Making a follow-up chart.
7. Maintaining relationships tips 3.2.3



TOOL 1. SENDING A FOLLOW-UP EMAIL

- In the coaching guide's section 3.2.2 (After the event), there are some tips on follow-up email such as
- How to write follow-up emails
- It would be good to know some things, for example

Reference to your conversation

Be clear with your message

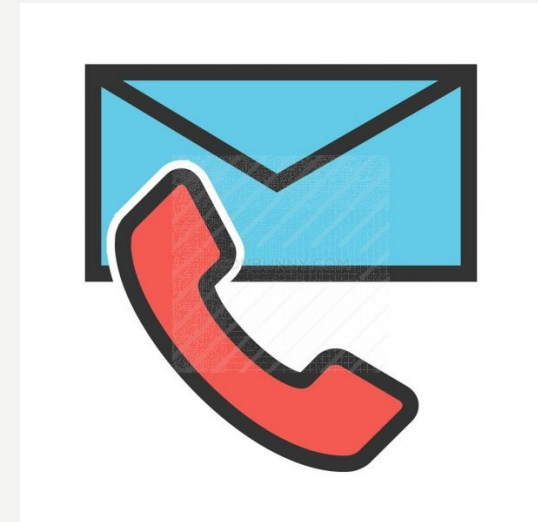
Do not cause misunderstanding

Ask the new contact for a lunch meeting which is more neutral than a dinner. A dinner invitation can be accidentally misunderstood as romantic intentions. (See details in the coaching guide's section 3.2.2.) and the link below

<https://www.thebalancecareers.com/follow-up-letter-and-email-samples-2062543>

TOOL 2. CALLING

- Follow these steps to make a successful follow-up call:
 1. Determine the reason for calling
 2. Make a list of things to say
 3. Gather related papers
 4. Practise the conversation with someone else
 5. Try to contact the decision-maker directly
 6. Leave a voicemail message if no one answers





Follow these steps to make a successful follow-up call:

- Determine the reason for calling
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General tips on making a successful follow-up call

- Call in the middle of the week
- Avoid calling too much
- Smile
- Look for a timeline



TOOL 3. EXCHANGE BUSINESS CARDS

- In every meeting there is an opportunity to ask a person for a business card. This gives you a chance to exchange your card as well. The easy way to do this is while meeting, travelling and it helps to expand your network. There are some tips on exchanging business cards:
- Business cards are the staple of networking success.
- Keep your business cards up to date
- Give your business card to someone when they ask for it.
- Always make a comment about a card when you receive it.



TOOL 4. SHARING VALUABLE EVENTS

- Joining common events is a powerful way to maintain the relationship and follow-up.
- Try to find common events, share the information and join the events. Events are often designed to help people mingle and meet others and sometimes even have little ice-breaking activities for participants to complete, making it even easier to meet others.



TOOL 5. SENDING GREETINGS IN SPECIAL EVENTS/DAYS

- Sending someone a greeting card on special days can create a sense of wellbeing for the receiver and improve the relationship.
- Time is the most precious gift anyone can give. So, if someone spends time choosing, writing, giving or posting a greeting card, the recipient knows they have been given some of the sender's precious time.
- The psychology of greeting cards has a lot to do with self-esteem and self-worth.



TOOL 6. FOLLOW-UP CHART

TASK CHECKLIST

DONE	TASK	PRIORITY	DUE DATE	% COMPLETE	NOTES
✓	Task (Completed)	HIGH	1/3/2017	50%	
<input type="checkbox"/>	Task 2	HIGH	1/10/2017	80%	
<input type="checkbox"/>	Task 3	MEDIUM	1/12/2017	30%	
<input type="checkbox"/>	Task 4	LOW	1/8/2017		
<input type="checkbox"/>	Task 5	LOW			
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<https://www.vertex42.com/ExcelTemplates/homework-to-do-list.html>

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TOOL 7.

MAINTAINING RELATIONSHIPS TIPS 3.2.3

- In the coaching guide's section 3.2.3, there are some tips on maintaining relationship, such as
 - Repetition
 - Helping and requests for help
 - Share your networks, work as a connector for people
 - Create relationships primarily – networking is all about personal relationships
 - Everyone you meet may not be useful for job-seeking, but do not give up!

(For details see the coaching guide's section 3.2.3)