

How to Foster Professional Relationships While Interning Virtually



SERVICING THE ENGLISH-SPEAKING COMMUNITY FOR ALMOST 25 YEARS



Our Mission

- As a not-for-profit organisation, YES enriches the community by providing English language support services to help Quebecers find employment and start and grow businesses.

Successful futures start with



Partnering with the McGill Arts Internship Office



**Fostering Professional
Relationships = Networking
= Action**

Why is Networking Important for your Career?

- Allows you to build meaningful, lasting, mutually beneficial relationships, 1 person at a time
- Long-term investment for your career
- ~80% of jobs are found through networking

**You can think of Networking as
building your professional support
system**



People You Can Network With

- Colleagues
- Clients
- Volunteers
- Consultants
- Board members
- Advisors
- Interns

They could be a bridge to a job or grad school

People You Can Network With

Add them to your

- LinkedIn
- Twitter
- Email address book
- Contact list

Examples of Fostering Relationships

- Informational Interviews/Meetings
- Introducing Yourself
- Coffee/Lunch meetings
- Weekly meetings with your supervisor

Informational Interviews/Meetings

- A meeting with 1 professional (over Zoom or phone) to gather information about a job/career through question asking
- Use the POWER model as a guide (next slide)
- Send a thank you email within 24 hours of the meeting

The P-O-W-E-R MODEL

The secret to conducting great information interviews is not in the questions you ask, but the progression or order in which you ask them.

P – Person who you are interviewing: *“Can you describe a typical day?”*

O – Organization: *“What is the work atmosphere like?”*

W – Work of field: *“What do you see as the biggest challenge in our field today?”*

E – Exploring opportunities: *“What advice would you give me entering this field?”*

R – Referrals to other organizations/people: *“Are there any colleagues or associates who you think would be good for me to talk to?”*



Introducing Yourself

- At the beginning of meeting
- While you and your colleagues are waiting for a meeting to start
- During an online 5a7 (happy hour)

“Hi, my name’s Ashley. I’m studying Political Science at McGill. Today’s the 1st day of my internship. How long have you been working here?”

Coffee/Lunch Meeting

- Casual and informal
- You are picking 1 professional's brain regarding their career
- More of a conversation than an interview

Weekly Meetings with your Supervisor

- Casual and informal
- Goals:
 - 1) to develop a strong professional relationship with your supervisor
 - 2) to get feedback on your performance

More Ways to Foster Relationships

- Small talk (pets, hobbies, travels)
 - Before and after meetings
 - Over lunch
- Offering to help your supervisor or a colleague
- During a meeting, volunteering to take on a task

#1 Tip to Foster Relationships

Keeping in Touch Regularly!



How to Keep in Touch Regularly

By email, messaging or social media

- Updates
- Bundling work-related questions
- Asking how they liked their trip
- Articles
- Great websites/blogs in your field
- Online events/webinars

Good Networking Analogy

- Networking is planting the seeds - not all seeds will sprout!
- Much like a plant, new relationships need to be watered and nurtured, especially at the beginning

OVERWATERED



UNDER WATERED



Action Plan

Chose 2 ideas that we discussed and make a plan on how to implement them during your internship.

Please Remember

- Developing professional relationships gets easier with practice.
- Shy or introverted people are usually great listeners...use this quality as a strength.
- Not to take anything personally

Final Tips

Acknowledge even the small wins

Make less assumptions, take more chances

3 Rs: Rehearse, Reach out and Repeat!



5-PART VIRTUAL INTERNSHIP WORKSHOP SERIES June 25 - July 23

June 25

How to Ace a Video Internship Interview

10:00 - 11:00AM | bit.ly/mcgillaceinterview

July 2

How to Shine as an Engaged Intern during a Virtual Meeting

10:00 - 11:00AM | bit.ly/mcgillengaged

July 9

How to Stay Motivated during a Virtual Internship

10:00 - 11:00AM | bit.ly/mcgillmotivated

July 16

How to Foster Professional Relationships while Interning Virtually

10:00 - 11:00AM | bit.ly/mcgillfoster

July 23

How to Succeed at a Virtual Internship

10:00 - 11:00AM | bit.ly/mcgillsucceed

Good Videos

How To Build Relationships During Your Virtual Internship |
The Intern Hustle

https://www.youtube.com/watch?v=DBUAqoR_hBw

Networking during internship | Tori Dumke

<https://www.youtube.com/watch?v=yZo4s-Hic0s>

How To Hack Networking | David Burkus |
TEDxUniversityofNevada

<https://www.youtube.com/watch?v=xFrqZjIDE44>



Reference Page

- https://www.youtube.com/watch?v=DBUAqoR_hBw
- <https://www.youtube.com/watch?v=yZo4s-Hic0s>
- <https://www.youtube.com/watch?v=xFrqZjIDE44>
- The P-O-W-E-R MODEL Orndorff, R, author of The unofficial guide to finding the perfect job (2000)
- <https://www.themuse.com/advice/4-email-templates-to-make-networking-way-less-awkward>
- <https://collegeinfo geek.com/networking-email/>
- <https://students.ubc.ca/career/career-resources/networking>
- <https://www.theguardian.com/education/2014/jun/18/student-guide-to-networking-graduate-jobs>