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*presents*

## **Public Law 101 Conference**

*Networking Workshop*

Tuesday, November 14, 2023  
4:00 p.m. – 5:15 p.m.

Speakers:

Darien Fleming, Executive Coach

### Conference Reference Materials

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## Darien Fleming Biography

Darien is a certified career coach and trainer. She started her career as an attorney at AmLaw 100 firms in Boston, MA. After 7 years of practice, she transitioned to Learning and Professional Development. In her role as Director of Professional Development and Talent Management for a mid-size, Boston-based law firm, she directed the evaluation processes for legal professionals firm wide, ran compensation processes, advised management on practice management best practices, and coached attorneys at every level of the firm on business development, leadership management, career advancement and succession planning. She has spent over 15 years feeding her passion: training attorneys and staff in critical interpersonal skills and coaching them to determine, set and achieve their goals.

Darien enjoys being in the front of the room and engaging participants in the learning. She trains on a wide range of topics including: communication, delegation, feedback, interviewing, networking, mentoring, imposter syndrome, and resilience.

Darien holds a B.A. and J.D. from Boston College. She is a certified Professional Co-Active Coach (CTI), Professional Certified Coach (ICF), certified Gallup Strengths Coach, a certified Workplace DiSC trainer and a Smart Collaboration facilitator.

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# NETWORKING NUGGETS

*with* Darien Fleming, November 14, 2023

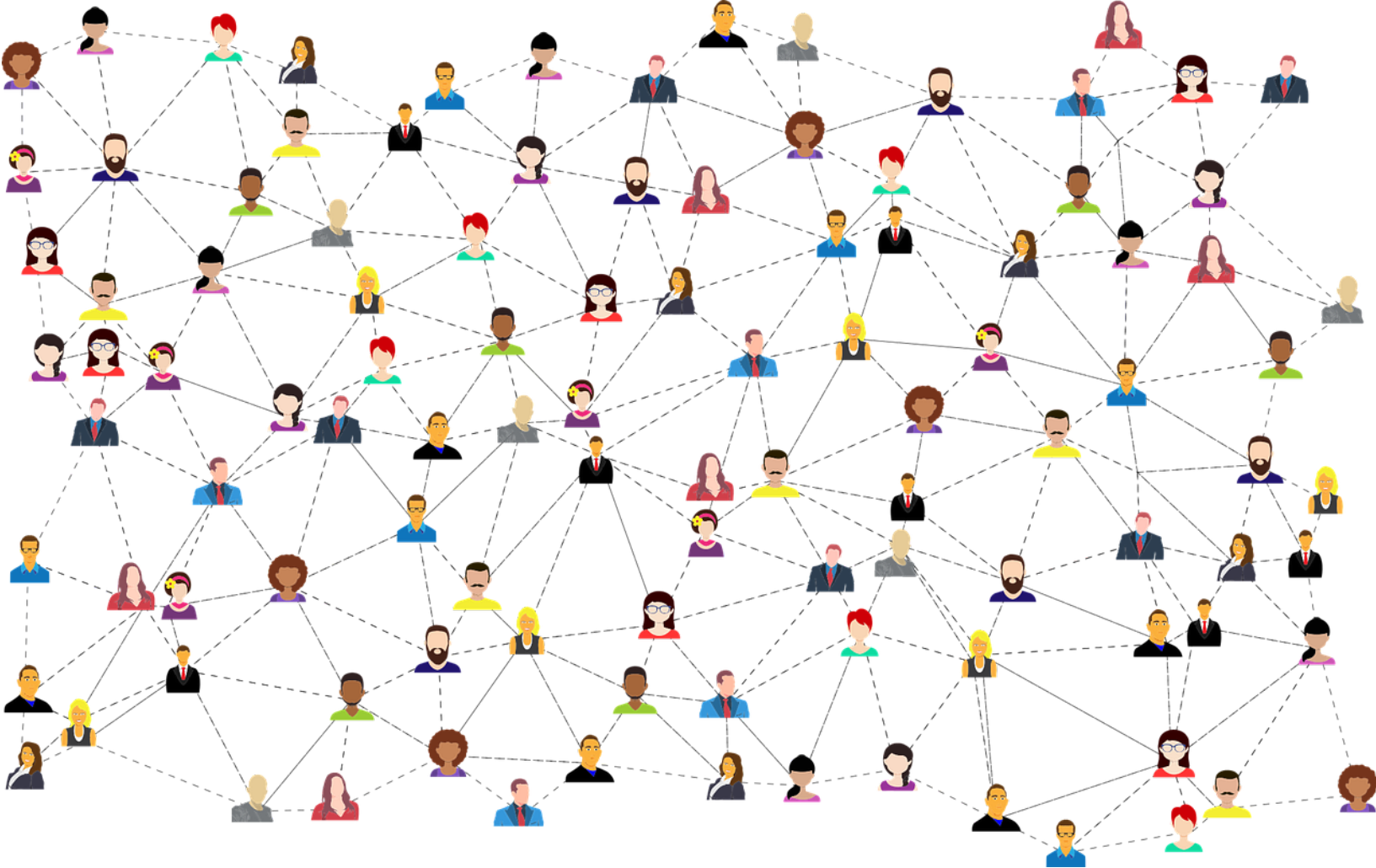


# WHY DON'T WE NETWORK MORE FREQUENTLY?



- I am too busy
- I don't like events or conferences
- I am uncomfortable talking to people I don't know
- Others are too busy (or so I assume)
- I am unsure what I have to offer

# BUSINESS NETWORK





## A NETWORK ...

“

a usually informally interconnected group or association of persons (such as friends or professional colleagues) ”

-Merriam-Webster



# WHO MAKES UP A BUSINESS NETWORK?

Family

Friends

Classmates/Alumni

Previous employers/colleagues

Opposing counsel

Current and previous clients

Referral sources

Community, Charitable and Non-Profit Contacts







“ Courage starts with showing up and letting ourselves be seen. ”

- Brene Brown

# *Networking at Events to Build Your Network*





# PREPARATION

- Reflect on the purpose of the event
- Identify attendees
- Set attainable goals
- Pack essentials
- Consider attire
- Plan conversation starters in advance



# FIRST IMPRESSIONS

**HAVE A STRONG HANDSHAKE**



# MAINTAIN EYE CONTACT





OR







**HELLO, I'M**





# BE A GOOD CONVERSATIONALIST



- Ask open-ended questions
- Actively listen (avoid scanning the room)
- Be genuinely interested in the conversation
- Maintain a general knowledge of news
- Avoid controversial topics
- Avoid telling jokes
- Be sure to have an answer to every question you ask
- Ask more questions than you make statements



# EXIT...



- Leave when the conversation lulls
- Use someone else's entrance as your exit
- Politely excuse yourself
- Be honest – you're here to meet people!



LET'S  
DO IT!

# FOLLOW-UP







# FOLLOW -UP

- Connect on Linked-In
- Create contact tracking sheet
- Congratulate
- Think about ways to be helpful - & help
- Set up Google Alerts
- Send articles of interest/ book recs
- Thank someone for their influence
- Invite to future events
- Ask for opinions

# CONTACT SHEET



LAST NAME	FIRST NAME	COMPANY	RANK	LAST CONTACTED	NEXT STEPS	NOTES
Devi	Arjun	Starbucks	B	11/10/23	Check in re: new job	
Garcia	Maria	City of Seattle	B	1/1/23	Send article re: self-driving cars	Share love of fireworks
Jones	Kayden	AC Inc.	C	12/25/23		
Smith	Sam	UW Professor	A	2/15/23		His daughter getting married in June; he loves Mariners



*Networking 1:1 to  
Deepen Relationships*





# HOW

- Schedule a meeting – coffee, lunch, drinks, other
- Prepare in advance of the meeting
- Know your purpose for the meeting
- Know how you want to begin the meeting
- Ask open- ended questions and listen
- Think about how you can help or add value
- Agree on how you will follow up – next steps?



“ The currency of real networking is not greed but generosity. ”

- Keith Ferrazzi





DARIEN FLEMING

STRATEGIES FOR TALENT DEVELOPMENT