# BUILDING RELATIONSHIPS VIRTUALLY USING LINKEDIN

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### AGENDA

- Make introductions (By Keywords)
- Kudos
- RECOMMENDATIONS
- Endorsement
- Comment on posts
- VIDEO MESSAGING FROM THE APP TO ENGAGE CONNECTIONS
- ALUMNI
- EVENTS
- GROUPS
- THOUGHT LEADERSHIP



#### MAKE INTRODUCTIONS



- HAVE CLIENT MAKE INTRODUCTION
- Have friend or colleague make introduction (Changed word client to colleague).
- Ask First Degree Connections

#### EXAMPLE OF INTRODUCTION



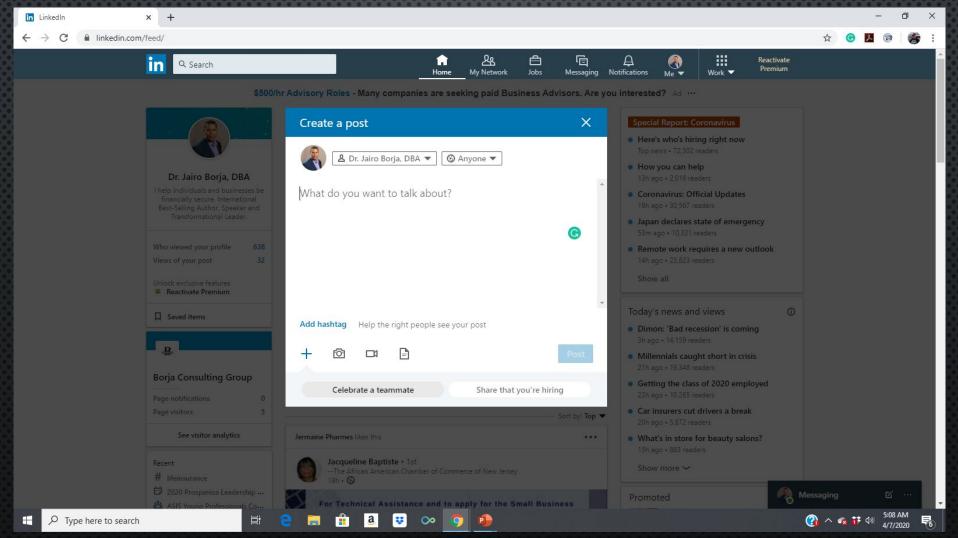
#### PART 1 TO YOUR CONNECTIONS

Sample wording for Intro request - Please see the sample email below as an example you might consider using: (The subject line reads - Professional Introductions) "Dear John, thank you for connecting with me on LinkedIn. I noticed a few of your connections were colleagues that we have not yet had the pleasure of meeting with. I would greatly appreciate it if you would make a professional introduction for us via an email through LinkedIn. Our goal is to simply introduce our firm to these other professionals so we can be a resource to them in the future. Thank you in advance for cooperation and confidence. P.S Some of my clients asked if I could make it easy for them by attaching the verbiage that they might simply be able to forward. If you are comfortable doing this, feel free to do so."

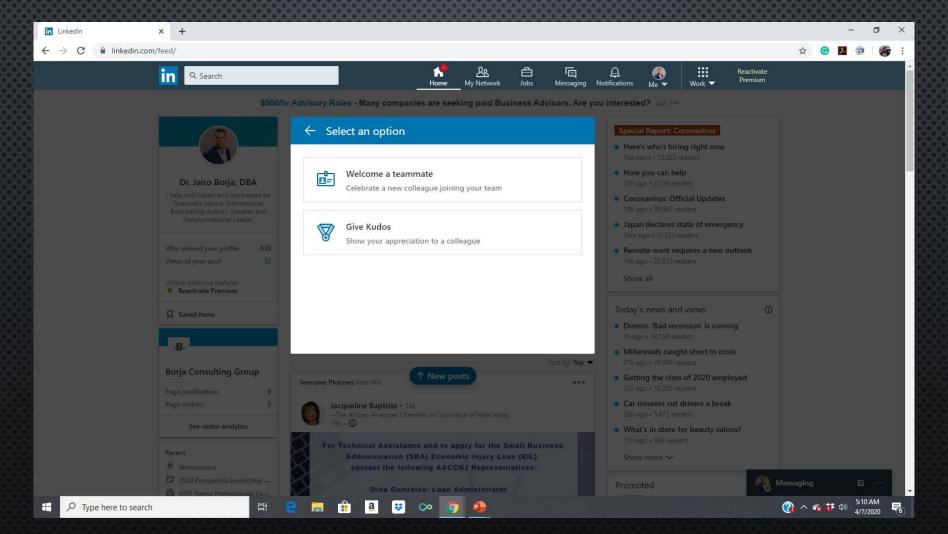
#### Part 2 for Introduction

"Dear Colleague, by way of this email I would like to introduce you to Joe Advisor. He and his firm have specialized in working with for over years and have been a valued resource to me and other colleagues."

### KUDOS USING LINKEDIN



#### KUDOS USING LINKEDIN



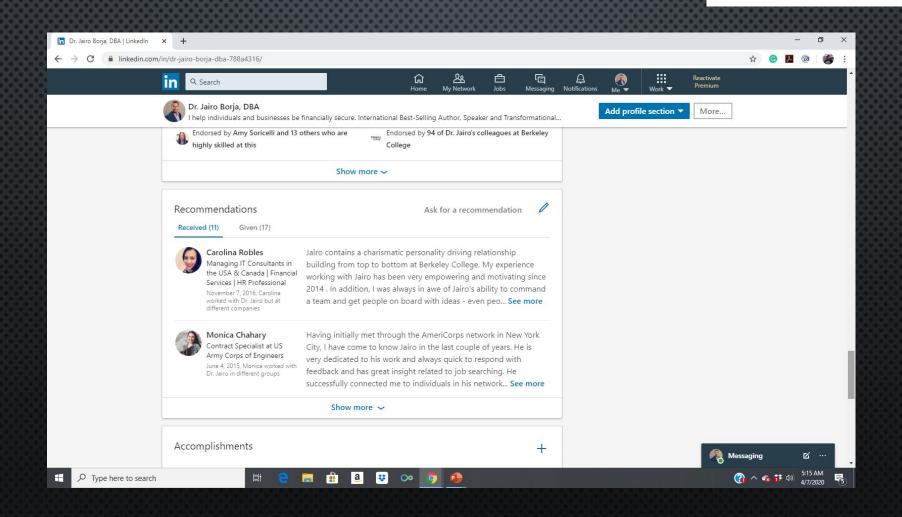
#### GIVING RECOMMENDATIONS



- Recruiters and hiring managers read recommendations
- Great feedback from vendors perhaps vendor wants to work with that person
- Great for feedback from former instructors or colleagues
- Assist someone promote their brand

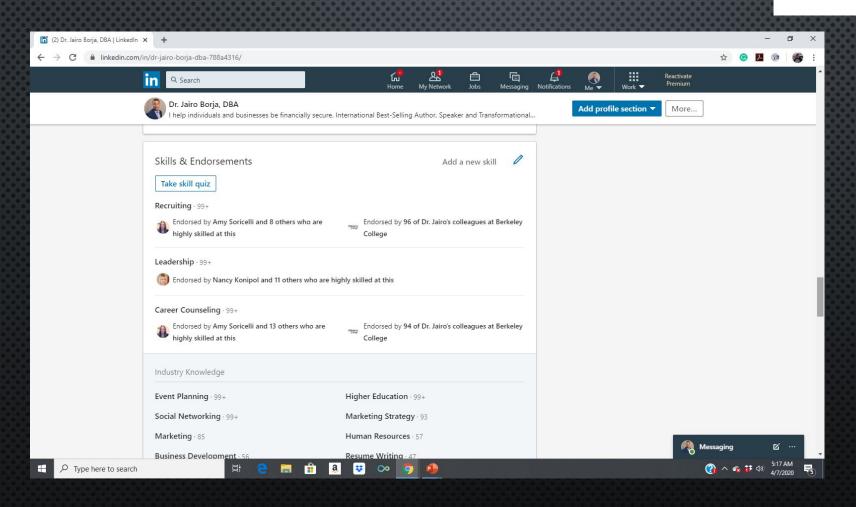
#### GIVING RECOMMENDATIONS





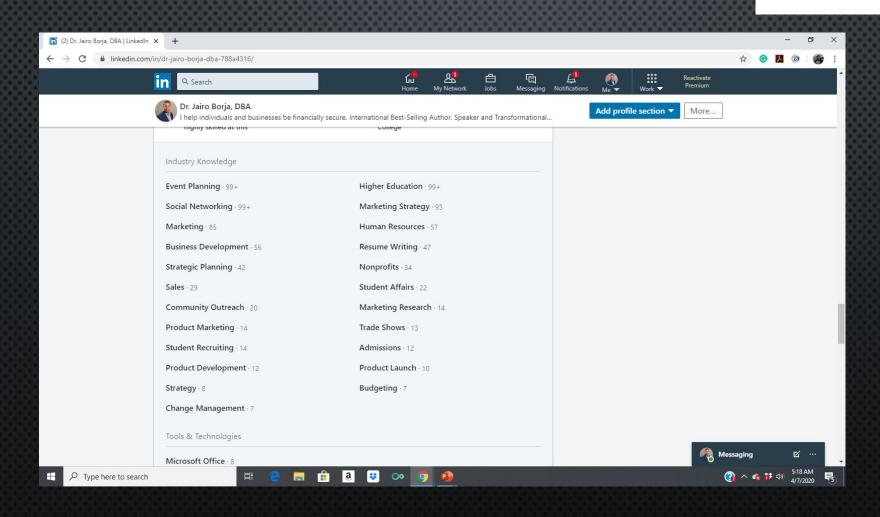
### **ENDORSEMENTS**





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- Difference between commenting and sharing-Like passing along automatic approval. With a share, you have the ability to write your own comment
- Deepening relationships, make conversations and stay in touch with connections.
- LinkedIn Algorithm two goals- 1) Prioritize content 2) Promote engagement. Relevancy trumps recency
- Ranking signals for LinkedIn Algorithm-1) Personal Connections, 2) Interest Relevance 3) Engagement probability

# EXPORTING CONTACTS AND LINKEDIN STRATEGY



- EXPORT CONTACTS FROM LINKEDIN
- SEPARATE PROSPECTS AND REFERRAL SOURCES
- Reach out to 10 per day
- Track progress

Search for help with...

Q

#### **Exporting Connections from LinkedIn**

You can export a CSV file of your connections from the Contact Settings page on the LinkedIn desktop site.

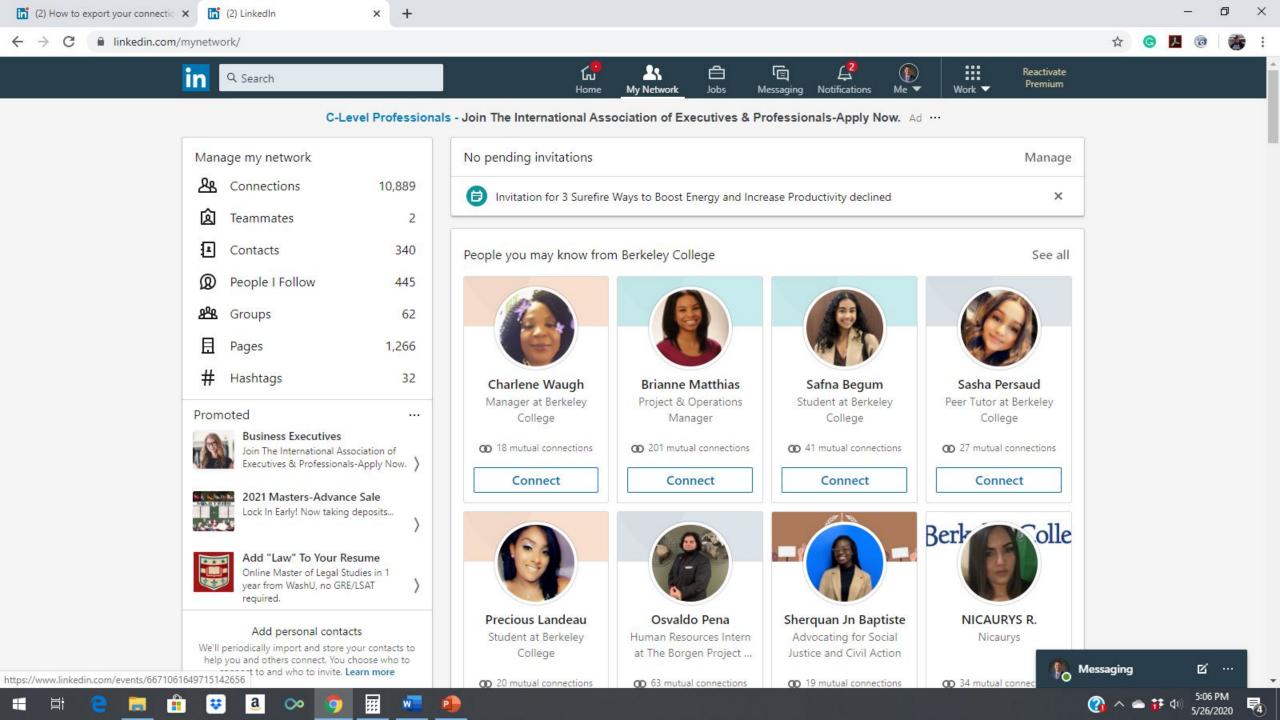
Note: Only the contact's full name, email address, current employer, and position are exported.

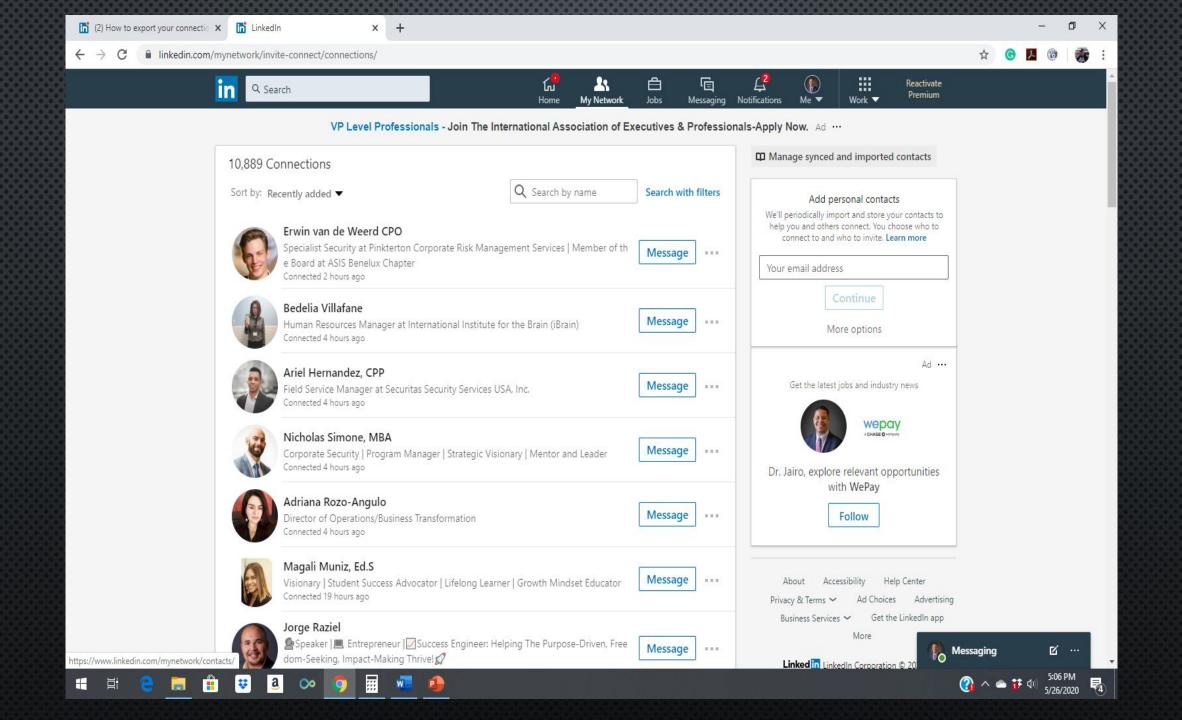
To export LinkedIn connections:

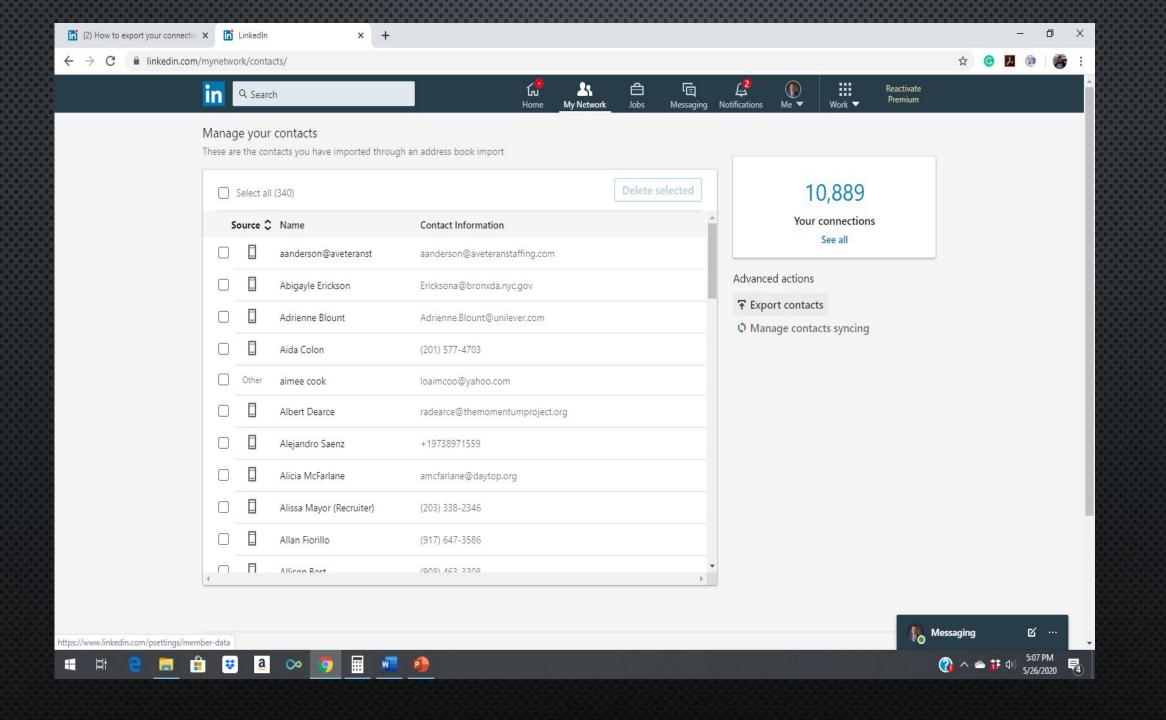
- 1. Click the 28 My Network icon at the top of your LinkedIn homepage.
- 2. Click Your connections on the left rail.
- 3. Click Manage synced and imported contacts near the top right of the page.
- 4. Under Advanced actions on the right rail, click Export contacts.
  - · You may be prompted to sign into your account.
- 5. Click Request Archive.
- You will receive an email to your Primary Email address which will include a link where you can download your list of connections.

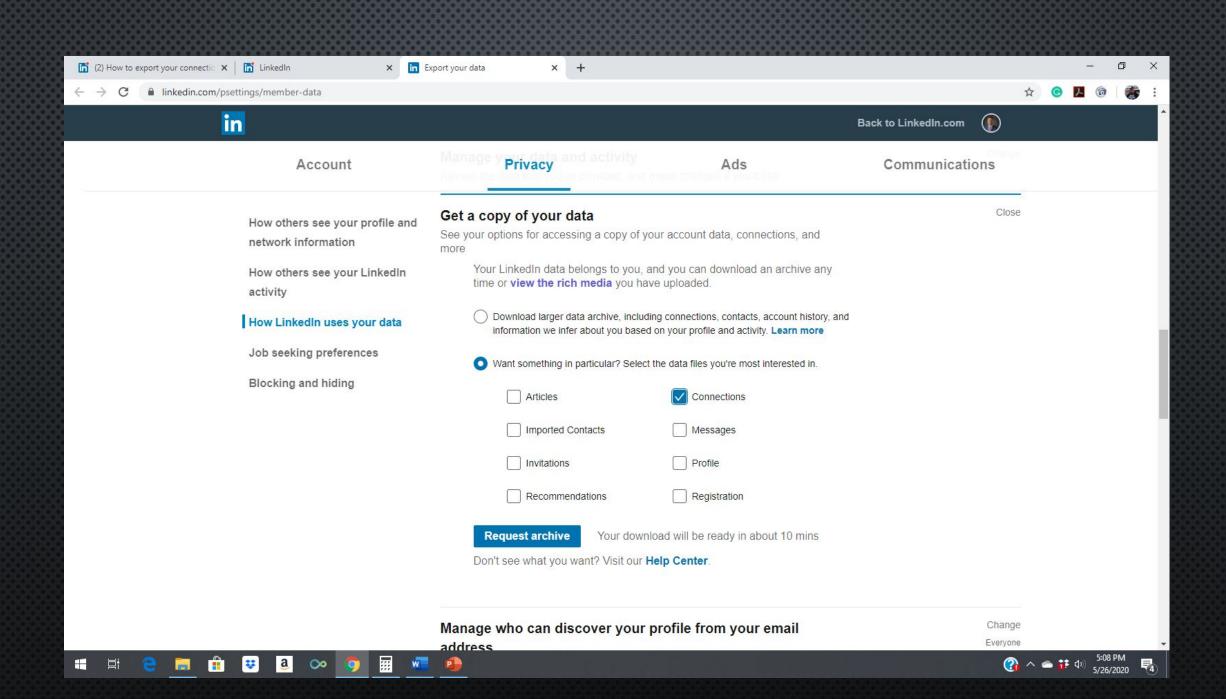
If you're using Internet Explorer and you see a yellow pop-up blocker across the top or bottom of the page:

- 1. Click the yellow bar.
- 2. Select Save As.
- 3. Save the file in your desired location.

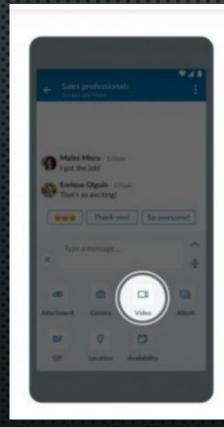








## VIDEO MESSAGING FROM LINKEDIN APP

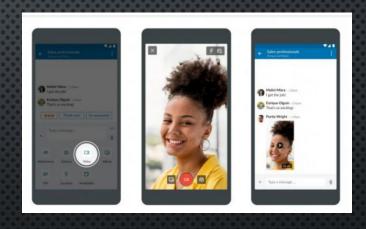






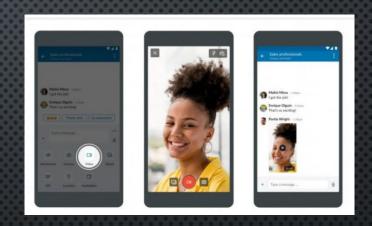
### REASONS TO USE LINKEDIN VIDEO MESSAGING

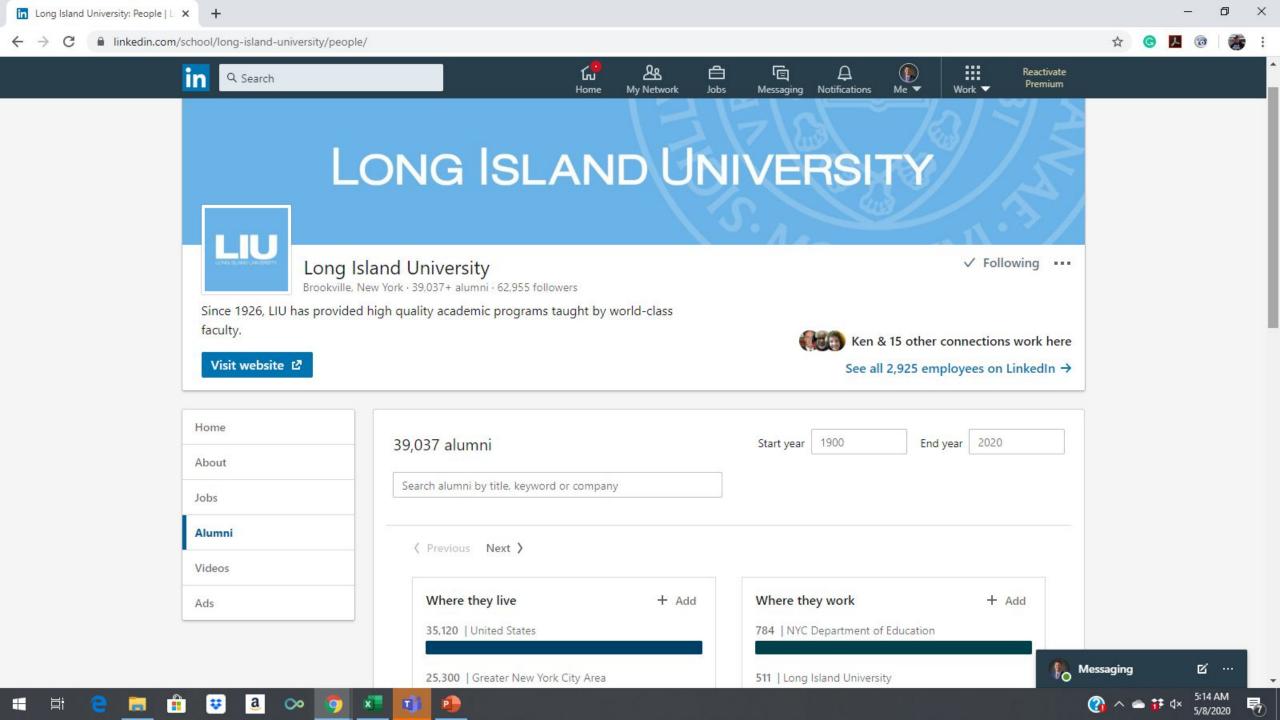
- Follow up with prospects
- TEAM INTRODUCTIONS
- Product/Service demonstrations
- CLIENT TESTIMONIALS



#### TIPS ON CREATING LINKEDIN VIDEO MESSAGE

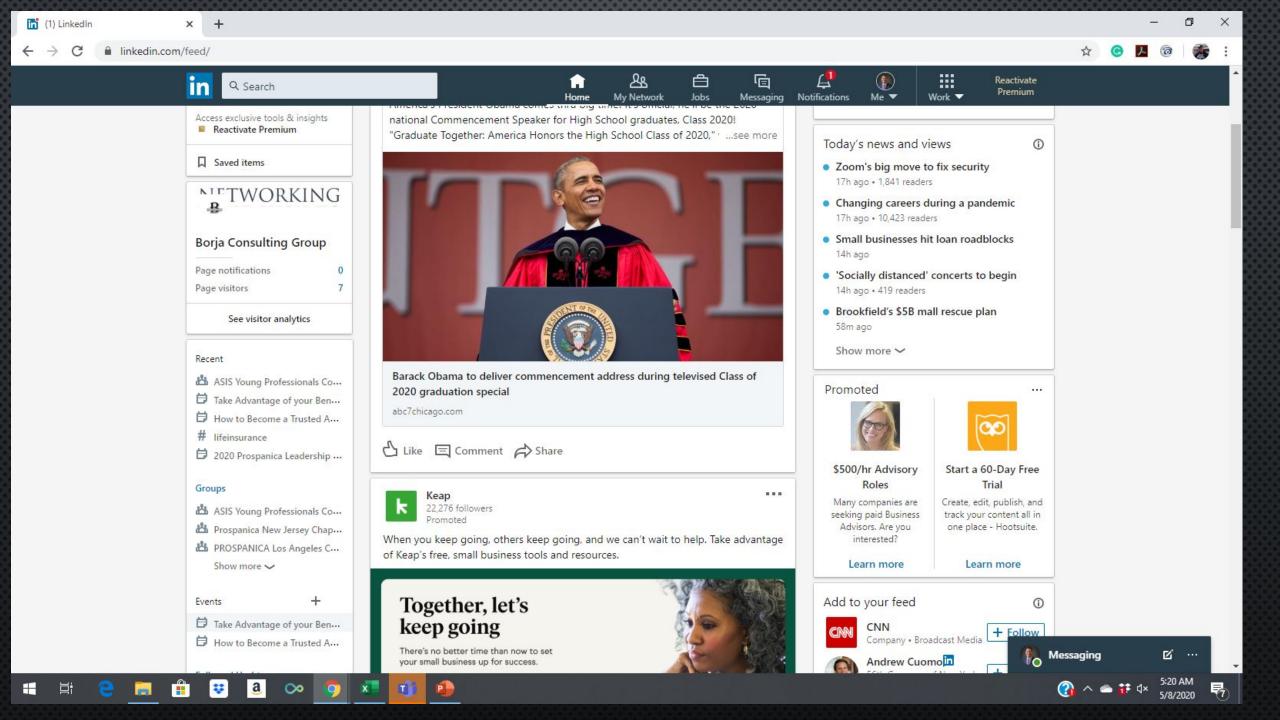
- SCRIPT IS HELPFUL
- Prospect Name, Company Name & Website
- Data on organization
- Answer top questions Interviewers ask you in advance

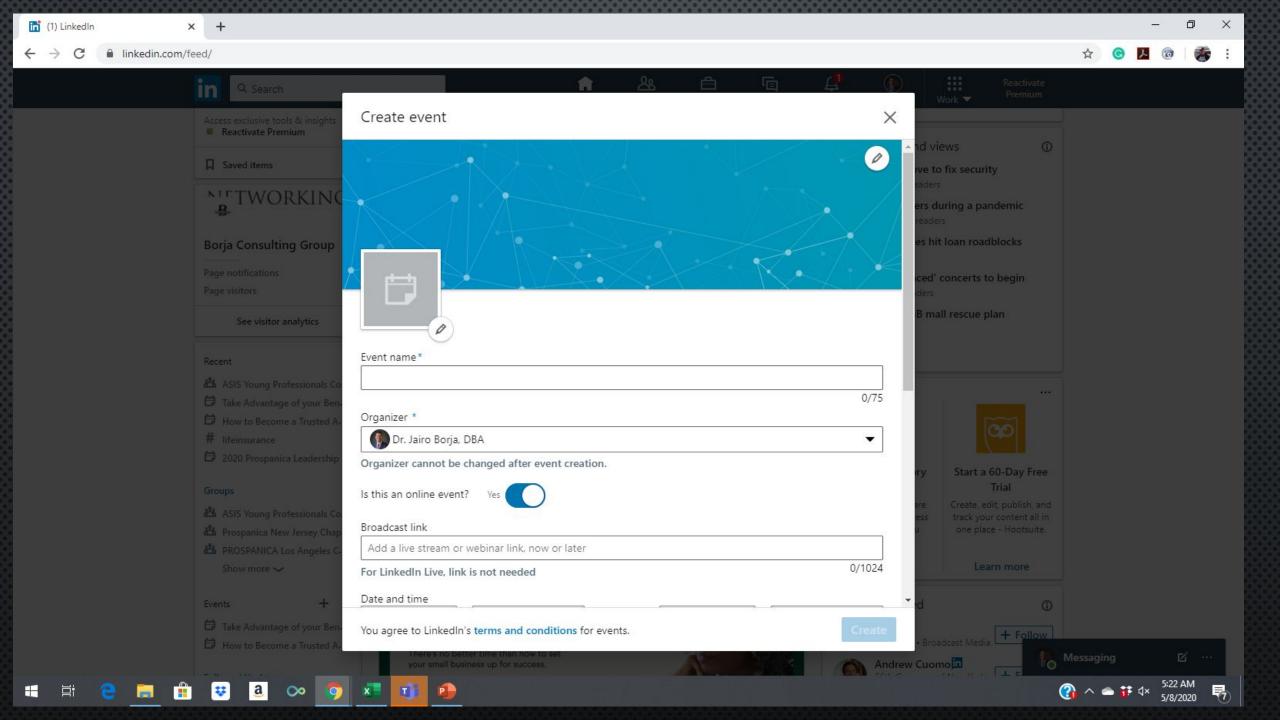




#### HOW TO REACH OUT TO ALUMNI

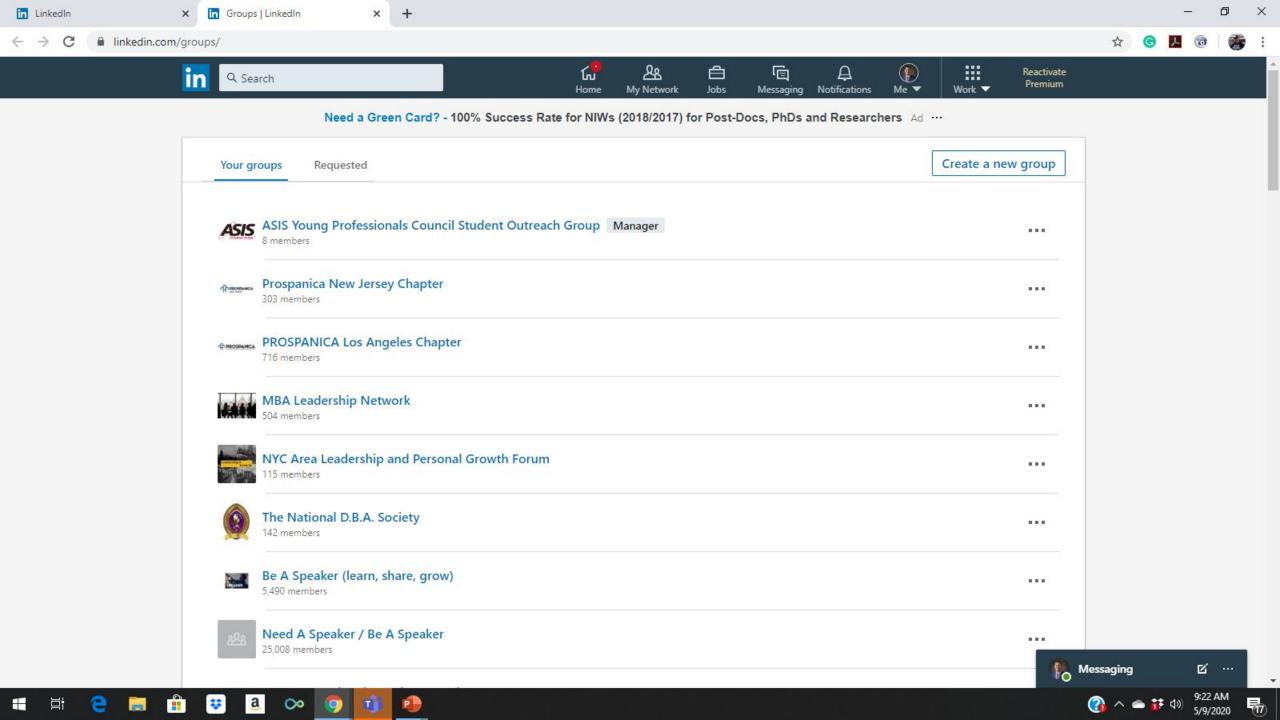
• HI, MY NAME IS ---\_ AND I'M A SENIOR ACCOUNTING MAJOR AT \_\_\_ UNIVERSITY. I FOUND YOUR CONTACT INFORMATION THROUGH OUR ALUMNI OFFICE. I'D LOVE JUST 20 MINUTES OF YOUR TIME TO MEET FOR A COFFEE AND HEAR MORE ABOUT WHAT YOU DO AT \_\_\_\_ ON A DAILY BASIS, YOUR CAREER PATH AND WHAT IT'S LIKE TO WORK IN THE FIELD. I'VE ATTACHED A COPY OF MY RESUME JUST SO YOU HAVE A FRAME OF REFERENCE OF MY EDUCATION AND EXPERIENCE.





#### HOW TO CREATE EVENTS ON LINKEDIN

- To create an event:
- CLICK THE HOME ICON AT THE TOP OF YOUR LINKEDIN HOMEPAGE.
- From the panel on the left rail, click the Add icon next to **Events**.
- In the pop-up window that appears, enter your information in the fields provided.
- CLICK CREATE.



#### HOW TO FIND/ADD GROUPS ON LINKEDIN

- CLICK THE WORK ICON IN THE TOP RIGHT OF YOUR **LINKEDIN** HOMEPAGE AND SELECT **GROUPS** FROM THE MENU THAT APPEARS.
- SCROLL DOWN TO THE BOTTOM OF THE PAGE AND CLICK SEARCH. NOTES:

#### THOUGHT LEADERSHIP



• Ask Offer Ratio-Value in return is more than invested time

(Webinar, information from zoom meeting that will solve problem)

#### BEING A THOUGHT LEADER



- Sharing your content on your newsfeed
- Adding your commentary
- Commenting on other people's posts
- Sharing content with individuals
- Creating content
- VIDEOS AS MENTIONED EARLIER

YOU WANT TO PROVIDE VALUABLE CONTENT AND INSIGHT, FIRST.

### DRIVING TRAFFIC TO YOUR CONTENT

- RECYCLE POST
- SHARE IN GROUPS
- MENTION PEOPLE
- Share it with others
- Add to email signature
- SEND A WELCOME MESSAGE



#### DAILY CHECKLIST

- Who's viewed your profile
- Outstanding connection requests
- Welcome new connections
- Share content
- Engage on newsfeed and notifications
- CONNECT WITH EVERYONE YOU MEET



#### WEEKLY CHECKLIST

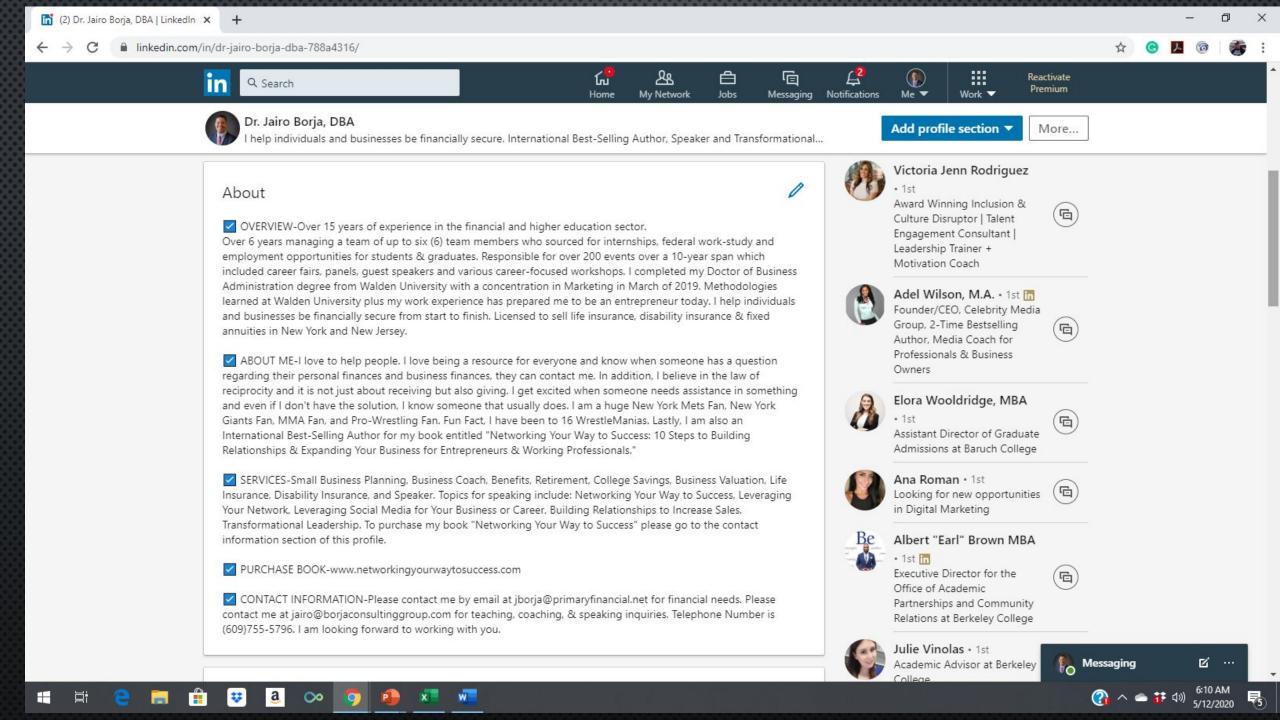


- CLIENT INTRODUCTION REQUEST
- NETWORKING PARTNER INTRODUCTIONS
- 2<sup>ND</sup> DEGREE INTRO REQUEST
- Engage on targeted 1st degree connections
- COMPANY SEARCH
- Join Conversation when applicable on targeted company

#### **ACTION PLAN**

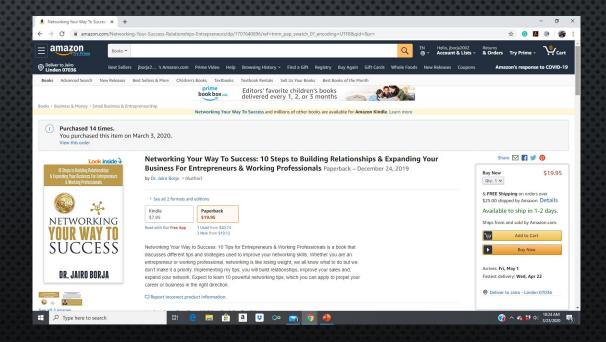
- Ensure professional headshot
- SUMMARY
- Experience
- Volunteer information all updated
- Send out 10 messages per day to your first degree connections or prospects
- Comment & share posts but be strategic about it.
- GIVE KUDOS ONCE IN A WHILE
- Endorse when you can, ask/receive recommendations
- ALUMNI GROUP/ALUMNI GROUP PAGE
- Daily/Weekly Checklists
- Hope this helps .....





#### NETWORKING YOUR WAY TO SUCCESS BOOK

<u>HTTPS://www.amazon.com/Networking-Your-Success-Relationships-Entrepreneurs/dp/170764</u> <u>0696/ref=tmm\_pap\_swatch\_0?\_encoding=UTF8&oid=&sr=</u>



#### **CALENDY**

• Free 15-minute discovery call

https://calendly.com/drjairoborja/15min?month=2020-03&back=1

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# QUESTIONS

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## THANK YOU

Dr. Jairo Borja, DBA