

PERSONAL NETWORK EXERCISE

My personal network: How does it look like? Which resources do I get(or not) from it? How can I improve it?

Objective: to describe the personal network – list of mobile/mail contacts –, characterise and evaluate it. Who is part of my personal network, and what characterises these persons and groups? What type of resources can I obtain from it to improve my personal/professional development? How can my ego-network help me support and realize **my dream job/activity**?

1st step: identify those persons whose contacts you have in your mobile/mail, and with whom you have talked more than 2/3 x a year) 40- 60 people at least, from different social spheres of your life and which have a role on your present professional/ student life and which you expect may have a role in your future professional life)

2nd step: to insert those people in an EXCEL square matrix,i.e. a matrix with the same name in the lines and columns - do copy paste (lines to columns) and use short versions of names e.g ex António Mateus (Ant Mat). Starting in line 2 identify who relates to whom – who knows whom or who ever talked to whom – by inserting a 1 when there is a linkage between people and a zero when there is no linkage. You can pre-fill the matrix with zeros and then start inserting the 1's as there will be many more zeros than 1's.

	AntMAT	LuiRIB	MarSllv
AntMAT	0	1	1
LuiRIB	1	0	0
MarSllv	1	0	0

3rd step: in another excel to insert the same people in the lines (copy paste) and make a column for each attribute : RELATIONSHIP, PLACE OF LIVING, AGE, AND TYPE OF SOCIAL SUPPORT:

RELATIONSHIP

- 1.Famiy
- 2.Friends (including boy/girl friend)
- 4.university (colleagues)
5. professional
- 6- other

A) Place of living

1. My city
2. Another city in my country
3. Portugal
4. another country

c) AGE

1. about the same age
2. older – up to 10 years
3. older - above 10 years
- 4- younger

D)type of social support

1. Express feelings: with whom do you take care of personal intimate matters?
2. Material support: to whom do you ask money or other type of personal support?
3. Information and advice: who can give you advice and help you taking a decision?
4. Practical help: who can give you a hand in matters related to work university?
5. Sociability / companionship: with whom do you spend free time, go out, etc.?

NOTE concerning inserting the value for social support : you should insert a 1 if you just receive 1 type of support , 2 if you receive 2 types of support and so on

	Relationship	Place of living	Age	Type of social support
AntMAT	1 (father)	1	3	4
LuiRIB	4 (colleague)	1	2	2
MarSllv	1	1	1	2

NOTE: you can choose other categories that make more sense to you. Just remember to say it in the essay

Next : 4th step in class

-do copy paste of excel files UCINET spread sheet

visualize the personal network in NETDRAW with the attributes integrated (Netdraw is a software for visualisation integrated in UCINET)

Visualise two networks:

1)

Type of relationship : vary the shape of the node

Place of living : vary the colour of the node

Social support – vary the size of node [in Net draw : Nodes → symbols → size -> attribute base]

2)

Type of relationship : vary the shape of the node

Age : vary the colour of the node

Social support – vary the size of node [in Net draw : Nodes → symbols → size -> attribute base]

5th step: write an essay evaluating your personal network – hand in printed with a coloured ego network (5pages,max)

Do not forget to :

1) indicate where you have obtained your data– phone contacts, mail contacts, other

2) indicate next to the visualization the meaning of colours and shapes

for instance – the colour of each geographic location

a) How many groups can you identify? Is there any connection among them? If yes or no , why? Would you like it to be different (that its exists more or less proximity among groups, that all form one big group for instance?) How does the structure of that network affects your life ? is it difficult to manage the diversity, or would like to have more diversity, are there may source of learning – ideas, places, information, etc or not as much as you would have liked)

b) Describe your personal network: for instance do you relate more to family , friends, colleagues? Do you relate more to people geographically close to you? Do you relate

to people from other cities in your country and people from other countries? Do you relate with differently aged people or mostly with people your own age? Who gives you most support? DO you have in your personal network the support you need in those multiple dimensions? ?

you can also think if these are people you have known for a long time, or if you also have recent relationships there. And if you tend to spend more time with family, friends old or recent, those physically close to you, those of the same major. Is there diversity of race, gender, ages, attitudes?

c) identify the tendencies in the way you relate to people, and how it may affect your professional life, future and present (for instance do you have a tendency to reach for those close to you than for those with more relevant information?) Think of the implications it may have for your professional life and what you can do to overcome it

d) Make a SWOT analysis of your personal network as the opening door for you professional life : which are the strengths, weaknesses, opportunities and threats ?

Brief explanation of a SWOT analysis:

Internal analysis (includes the elements under our control):

Strengths: elements internal to your ego-network which benefit you

weaknesses: elements internal to your ego-network which weaken /get in the way of your objectives; they are within your control but do not help in the attainment of objectives

external analysis :

threats – external situations which may put at stake the resources obtained through the ego-network and that impede the attainment of one's

Opportunities – external situations which may happen and positively affect one's objectives. These are phenomena out of one's control but there is the possibility they will become true

e) do you have the resources you need through your network to reach personal and professional development **to move in the direction of your dream job/professional activity**? How could you improve them ?

e) what did surprise you the most? What made you think about the current state of your ego network?

