



NETWORKING KNOW HOW WORKSHOP

Presenter
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Before you
arrive

Your grand
entrance

The mingling
process

NETWORKING KNOW HOW: Before you arrive



Checklist:

- ✓ What type of networking event is it?
- ✓ Did I RSVP?
- ✓ What is my purpose?
- ✓ Does my attire express “effort?”
- ✓ How’s my hygiene regimen?
- ✓ Did I bring personal calling (business) cards?
- ✓ Did I bring copies of my résumé?
- ✓ Did I silence and put away my cell phone?



NETWORKING KNOW HOW: Your grand entrance



Things to Think About:

Don't even
think about it.

- Smile.
- What does my posture and demeanor say?
- Sign in, affix name tag, and step to the side.
- How to maneuver around the refreshment table.



"I'm glad to meet you."



NETWORKING KNOW HOW: Mastering the handshake

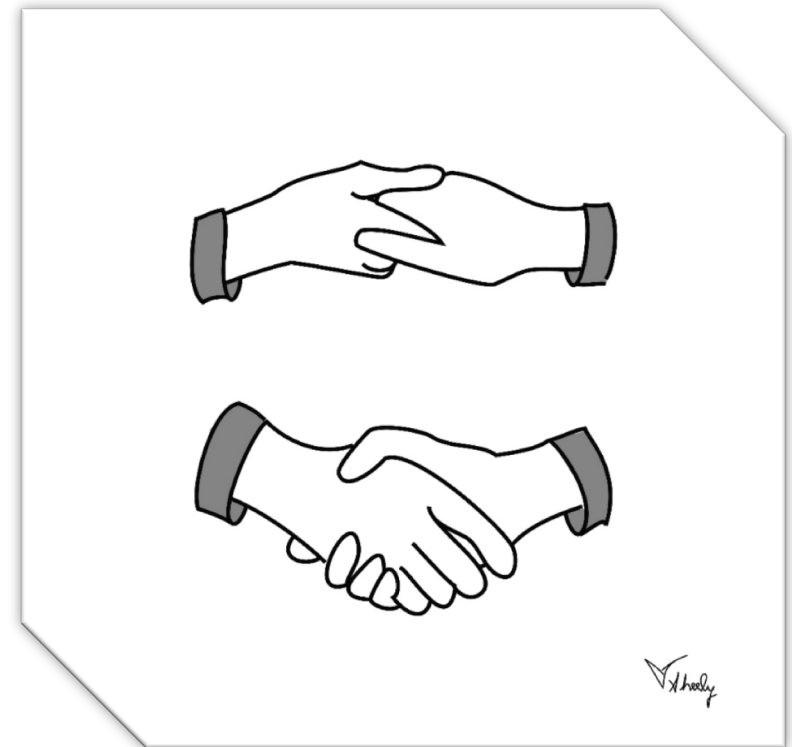


Handshaking Tips:

1. Smile.
2. Stand.
3. Make and maintain eye contact.
4. Extend your right hand.
5. Apply a firm grip.

Introducing Yourself and Others:

- “Hello, I’m Sophia Martinez.”
- “Alicia Washington,
this is...
I’d like to introduce...
I’d like you to meet...
- Include first and last name, what company they represent or how you know them.



NETWORKING KNOW HOW: The mingling process



Getting Started:

- Greet the host if it's convenient.
- Is the “buddy system” right for me?
- Positioning: Should I sit or stand?
- Tips on alcohol consumption.
- How can I shake hands when my hands are full?
- What if I forget someone's name?
- How do I request an introduction?



NETWORKING KNOW HOW: The mingling process



Small Talk:

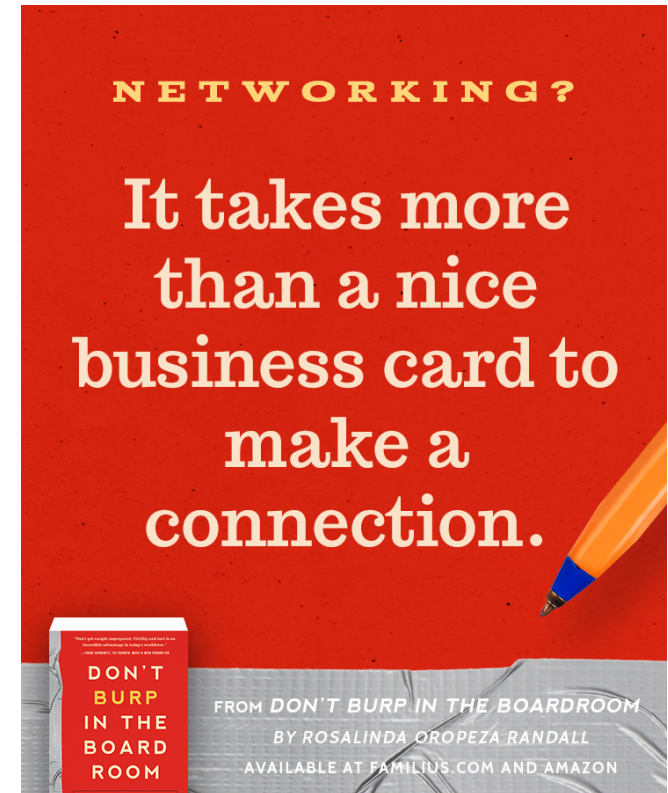
- Are you enjoying the warm weather we're having?
- How did you hear about this event?
- Have you heard this speaker before?
- What type of company would you like to work for? Would you relocate?
- Can you believe it; some stores had holiday decorations up in September! Do you have any holiday travel plans?
- Have you been networking long? I'm new to this—any advice?
- What has been your best/funniest networking experience?
- How did you get into your line of work?
- What do you enjoy most about your profession/company?
- I don't cook much, but I might have to learn...Have you tried the stuffed mushrooms?

NETWORKING KNOW HOW: The mingling process



The First Contact:

- Smile.
- Maintain eye contact.
- Listen.
- Do not ask for a job, a hook-up, or free stuff.
- The business card: how to give and receive.
- Limit length of conversation.
- Include others.



NETWORKING KNOW HOW: The mingling process



The Conversation:

What's on the no-share list?

- Personal problems and/or *unbecoming* outside activities.
- All “drama.”
- Gossip.
- Blame and/or criticism about peers, previous employers, professors, parents or how you never catch a break.
- Politics, religion, dietary beliefs, or controversial topics.



NETWORKING KNOW HOW: The mingling process



Departing:

Glad
that's over.

- Thank the host.
- Take the lingering conversation outside.
- Do not grab leftovers on your way out or stuff food down your throat as you say goodbye.
- Maintain a professional demeanor until you are out of site.

This includes negative comments about the event or a person(s).



NETWORKING KNOW HOW: Key Points



- 🔑 Smile.
- 🔑 Decide if it matters how the world perceives you.
- 🔑 Master the handshake.
- 🔑 Network with a purpose.
- 🔑 Be aware of personal distractions.
- 🔑 If your heart is not into it, it's better to excuse yourself.
- 🔑 Social media posts, do matter.

Attitudes are contagious.
Are yours worth catching?

Dennis and Wendy Mannering, Authors

ACKNOWLEDGEMENTS



Please thank the

Food prep staff, servers, and sound tech staff

*And, for their
time and effort in coordinating this event*

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